

## **A Little About this Client**

Internationally-touring musician, teacher, and producer and his wife seek part-time bookkeeper to manage and execute bookkeeping support tasks. This is a holistic artist and activist who offers musical experiences that transform the body, mind and spirit.

**Position Title** - Bookkeeper

**Type of Position** - Ongoing contract – a committed long term virtual team member

**Start Date** - Flexible - March or April

**Number of Hours** - Approx. 6-10 hours per month. Possibly more if updated systems merit it.

**Pay Rate** - Depends on Experience

**Location** - This can be done entirely virtually. If you live in the Sedona area (Northern Arizona), there is the option to do some meetings and co-working sessions in person with Ashley. Regardless, there will be a significant amount of independent and virtual work.

## **WHAT YOU'LL DO**

Recurring Tasks:

- Reconcile Bank Statements
- Categorize Expenses and Income
- Pay Contractors and Bills
- Oversee Payroll (automated and minimal)
- Calculate Commission-Based Monthly Payments
- Create Invoices
- Monitor Incoming Payments (deposits, etc)

As Needed:

- Provide Spreadsheets and Custom Reports
- Support with Budgeting
- Provide Feedback to Financial Questions (as expertise allows)
- Resolve Any Issues with Online Payment Portals

We Work with the following categories of income:

- Touring (including reimbursements for travel expenses)
- Music Releases (royalties, licensing, streaming)
- Retreats and Teaching (individual clients on payment schedules)
- Webstore (upcoming outlet for merchandise)

Technology Platforms Used:

- Quickbooks Online
- Google Drive
- Airtable
- Slack

Our former bookkeeper will be available to support the transition.

**Interested? Apply Now!**

Fill out this preliminary application, upload your resume, and submit a short intro video at the following link (the resume and video are optional). The form should take you 10 minutes.

Application: <https://forms.gle/B4J35SQxAtxfDj6e8>

Contact with any questions: [ashley@porangui.com](mailto:ashley@porangui.com)

We base our selections on competence and professionalism in addition to the appropriate background and client fit.