



OPERA COLORADO POSITION DESCRIPTION

Bookkeeper

Reports To: Chief Financial Officer

Type: PART TIME

FLSA Classification: NON-EXEMPT

THE COMPANY

Opera Colorado began out of a desire to establish a major production company that would deliver major operatic productions to our local audiences. Its first season in 1983 featured a roster of internationally acclaimed performers, including James McCracken and Plácido Domingo. The company continues to attract the highest level of talent for its grand opera performances for over four decades. Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex (DPAC) in downtown Denver, with its headquarters located in Englewood, CO. The company features its own local professional orchestra and chorus, and employs over 300 people during its production season, which spans September through May, and serves over 45,000 patrons annually through performances and programs. With an annual operating budget of approximately \$5.5M, Opera Colorado is committed to telling stories that excite and connect our community in meaningful ways.

WHO WE ARE

We believe that opera plays a vital role in enriching our community. Opera Colorado's staff is a dynamic team of creative individuals who are passionate about serving our community through the power of the arts. We create great art, foster trust, and support growth. Adventure, curiosity, creativity, and transparency fuel our team to excellence in all we do. We are committed to creating opportunities to connect and enrich our Colorado community through the powerful storytelling medium of opera, and we are committed to removing barriers to make opera accessible and welcoming to all.

OUR VISION AND VALUES

Opera Colorado aspires to build a family of opera lovers, who reflect the multi-cultural fabric of our community. Our work will tell the great stories of opera, past, present, and future, showcasing diverse talent and innovative approaches that serve as a model for our community and the industry at large. To advance our mission and vision, the Opera Colorado staff has identified a set of core values that aim to inform our organizational culture and decision-making.

- We strive to create an **Inclusive** environment—providing equal access to all opportunities within the company and creating an environment where everyone feels welcome and safe.
- We foster **Creativity** in every aspect of our work—from the originality of our productions, programs, and experiences, to the way we innovate and solve problems.
- We are **Tenacious** in forging new paths and overcoming challenges—we don't give up when the going gets tough!

- We are **Passionate** about opera, our patrons, and our colleagues—we celebrate our dedication to creating the most compelling opera experiences for the widest audiences.
- We approach our daily work with a high level of **Integrity**—focusing on respectful, professional, and transparent actions, treating others as we would hope to be treated, and creating a trusting work environment.
- We know **Humor** fosters camaraderie and friendship—allowing us to maintain a lighthearted perspective and helping us view stressful events as opportunities.
- We exist to serve our **Community**, and we also work collaboratively as a community of professionals—respecting our individual and collective talents and opinions, while building strong bonds between the company and our patrons.

POSITION OVERVIEW

Opera Colorado seeks a highly organized, proactive, and detail-oriented Bookkeeper to help drive the company's administrative and financial operations. Reporting to the Chief Financial Officer and working closely with the Associate Director of People & Culture and the OC team at-large, this individual will play a key role in supporting back-office functions including finance, accounting, human resources, IT/business systems, office management, and facility maintenance.

The ideal candidate is diligent and precise, with strong numeracy skills and the ability to manage multiple priorities simultaneously while balancing accuracy with efficiency in a dynamic environment. They are comfortable working across teams, including regular interaction with company leadership. This individual must have prior experience in bookkeeping or accounting, a keen eye for detail, and an appreciation for the arts.

This is a part time position (20-30 hours a week) based in Englewood, CO.

DUTIES AND RESPONSIBILITIES

Accounting & Bookkeeping

- Manage day-to-day bookkeeping functions, including Accounts Payable, Accounts Receivable, and general ledger maintenance.
- Process invoices, expense reports, vendor records, and weekly disbursements.
- Post and reconcile payroll entries, journal entries, and correcting adjustments as needed.
- Conduct monthly bank and balance sheet account reconciliations.
- Monitor daily banking activity and prepare necessary transfers.

Reporting & Compliance

- Prepare and maintain accurate financial reports for leadership, board, grantors, and Opera America.
- Support annual financial audit, tax return preparation, and SCFD report submission by compiling and organizing documentation.
- Maintain general ledger accuracy through ongoing review and reconciliation.
- Prepare and submit federal, state, and local tax filings, including payroll, sales, and withholding taxes.
- Prepare and distribute annual 1099 forms in compliance with IRS regulations.

Business Operations

- Assist with annual business and charitable registration filings.
- Provide support to administrative operations, including IT, HR, and office systems, as needed.
- Collaborate with colleagues across departments to ensure smooth back-office operations.

IDEAL CANDIDATE

- Enthusiastic, collaborative, and meticulous team player.
- Resourceful and systematic self-starter; able to balance a strong attention to detail with the ability to see the big picture and respond accordingly.
- Analytical and solutions-focused, with proven ability to meet deadlines.
- Able to handle sensitive information with integrity and confidentiality.
- Proficient in Microsoft Office Suite and accounting software; experience with Tessitura, SAP Concur, and/or ActivityHD is a plus.
- Culturally competent and self-reflective.

QUALIFICATIONS

- Minimum of two to three years of related professional experience, ideally within a nonprofit organization.
- Associate degree in Accounting, Business Administration, or related field (preferred).
- Comprehensive understanding of accounting principles.
- Familiarity with ERP/accounting systems.
- Appreciation for the performing arts.
- Demonstrated ability to work in an open, respectful, and collaborative environment.

SPECIAL REQUIREMENTS

- Prolonged period of sitting at a desk and working on a computer
- Ability to lift 40 lbs. occasionally, with or without assistance.

COMPENSATION

The pay range for this position is \$25–\$30 per hour, commensurate with experience. Opera Colorado offers regular part-time staff a generous benefits package, including retirement contributions as well as paid vacation and holidays. We are proud to be an equal opportunity employer and are committed to building a diverse, inclusive team that reflects a wide range of perspectives and experiences.

TO APPLY

Please submit a resume and a cover letter detailing your interest in the position [HERE](#).

Data show that women and BIPOC candidates are less likely to apply to a job if they don't feel they meet all the qualifications listed. Our job descriptions are general overviews, not a comprehensive list. If you feel passionate about our efforts and believe that you have the skills and experience to contribute to the growth of our organization, we want to hear from you.