**STAFF ACCOUNTANT**

Trinity Repertory Company, the Tony Award-winning State Theater of Rhode Island, seeks a trained and experienced Staff Accountant to manage bookkeeping functions for this $9 million non-profit organization. A member of the two person finance department reporting to the General Manager, this position is responsible for recording receipts of cash, credit card payments and checks, including earned revenue and contributions; assisting with payroll; managing the general ledger; performing bank reconciliations; preparing financial and grant reports; and preparing materials for and liaising with the audit firm. Minimum requirements include: bachelor’s degree in accounting, two years of related experience, proficiency in Excel, and strong administrative and organizational skills. Great Plains and FRx experience a plus. Complete posting at [www.trinityrep.com](http://www.trinityrep.com/) (Get Involved/Work with Us). To apply, submit cover letter and resume to jobs@trinityrep.com. Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. This position will remain open until filled and until a diverse and qualified pool of candidates is identified.