



Position Announcement: Nonprofit Bookkeeper

Company

The Bray believes that quality in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to artists' ability to create thought provoking and important work. When we share and embrace our unique perspectives and experiences, we enhance the quality of each other's work.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. The Bray will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

Summary of Responsibilities- Nonprofit Bookkeeper

The Nonprofit Bookkeeper executes the organization's general bookkeeping functions. They will work closely with the Executive Director and provide leadership through financial reporting and oversight. They are responsible for overseeing financial transactions, internal controls, reporting, tax filings, audits, monitoring of funds and budgeting. Bookkeeping and accounting functions are to be handled in a timely and accurate manner and in compliance with nonprofit accounting standards. In addition to the Executive Director, this position will work with development and operations staff, program heads, and the Board Treasurer.

Hours

- 40 hours per week; occasional weekend days or evenings
- Flexible schedule; on-site position

Compensation and Benefits

- \$19 to \$21/hour, depending upon experience
- This is a permanent, full-time, hourly, non-exempt position
- Flexible schedule and dynamic environment
- Paid health, vision, and dental insurance premiums
- Accrued Paid Time Off according to Employee Manual
- Paid Holiday leave during Christmas/New Year's
- Other benefits as described by Foundation policies

Knowledge, Skills and Abilities

- Financial Management/Accounting degree or relevant financial/nonprofit experience
- QuickBooks experience
- Proficiency with Microsoft Office products (Word, Excel, etc.)
- Ability to work in a fast-paced environment
- Ability to multi-task and maintain attention to detail

- Strong communications, organizational, and time management skills
- Energetic and collaborative personality with self-starter approach to work
- QuickBooks POS experience preferred

Duties

Daily or Weekly

- Record and transact Accounts Payable for all program areas using Bill.com and serve as primary contact for vendors
- Create and record deposits
- Oversee Accounts Receivable for all program areas
- Record and track in-kind donations
- Execute bi-weekly payroll activities and process payroll using QuickBooks, including monitoring PTO accrual/use, paying payroll liabilities, reconciling payroll tax payments
- Reconcile, collect receipts, and monitor employee use of credit cards
- Enter all financial transactions into the QuickBooks accounting system, in a timely fashion to ensure accuracy of reports

Monthly

- Keep a schedule for, reconcile and report on restricted and/or designated funds on a cash and accrual basis and reconcile those funds to liquid cash accounts on-hand
- Supports the development team in tracking donor gifts (of all types)
- Reconcile and pay employee retirement benefit, quarterly

Annually

- Prepare Forms 1099 for vendors
- Coordinate with outside CPA/Auditors in preparation for annual audit and Form 990
- Support the Executive Director and Operations Director in the development and analysis of the annual organizational budget
- Complete annual insurance audits
- Complete annual worker's comp audit

Ongoing

- Follow and maintain accounting procedures, policies, and systems of internal controls to ensure the integrity of all financial systems
- Perform other non-routine duties as assigned requiring strong judgement and initiative
- Participate in staff meetings
- May assist with staffing Bray public events (on occasion)
- Troubleshoot QuickBooks and QuickBooks Point of Sale issues
- Respond to unemployment insurance requests

To Apply

Please visit our employment portal at <https://archiebray.slideroom.com/#/permalink/program/69398>

Questions may be emailed to Brad Robinson at brad@archiebray.org Applications will be reviewed beginning October 14, 2022. No phone calls, please. Position open until filled.