

Fuller Lodge Art Center -Bookkeeper

.5 FTE Hourly \$18-\$25

Job Summary

The Los Alamos Arts Council is hiring for the role of an on site Bookkeeper to work with our accounting firm, Executive Director, and treasurer. This position is on site with some work from home flexibility in “down months”. The ideal candidate will be expected to be on site at minimum 4 Hours per day on Wednesdays and Fridays. Some weekend work is required. A transitional training period with our current bookkeeper may require more on site work for the first 30 days.

Essential Duties and Functions

The applicant chosen to fill this position will be expected to fulfill duties and functions of an on site bookkeeper including but not limited to:

- Processing payments, invoices, income and receipts and entering data into accounting software or databases then filing hard copies
- Preparing financial statements showing business income and expenditure
- Paying vendor invoices and tracking bank account balances
- Verifying the accuracy of business accounts and alerting the Accountant of errors
- Recording any inconsistencies to help the Accountants reconcile inaccuracies
- Developing monthly financial statements including cash flow, profit and loss and balance sheets
- Preparing employee wages
- Managing employee expense claims
- Work with the Executive Director to process contract payments to teachers and artists
- Work with the Gallery manager to process consignment payments.
- Will work with the Accountant, Director, current bookkeeper, and Treasurer for the first 30-90 days to ensure that all programs and procedures are followed.

Qualifications and Skills

- Good attention to detail to enter correct data into financial records and recognise errors
- Mathematics skills for accurate record-keeping
- Administrative skills for filing financial records
- Computer literacy, especially familiarity with spreadsheets, databases and accounting software such as Microsoft Office, Excel and QuickBooks
- Multitasking and organizational skills to manage different financial duties, including the ability to prioritize tasks in order to meet deadlines
- Interpersonal and customer service skills for dealing with customers, suppliers and other employees in the accounts department
- Communication skills, including the ability to explain complex financial matters in accessible terms

Education/Certification

- Experience working with non-profits or similar community service organizations
- HS Diploma or Equivalent (work experience will be considered on a case by case basis)
- Background check clearance
- Certification in Bookkeeping or similar accounting management programs OR 2 years equivalent experience in bookkeeping for similar organizations.

Knowledge/Experience

- Must have the ability to demonstrate and/or show competency in the following areas:
- Basic computer operating systems including a core understanding of word, spreadsheet, and design software, and online networking functions
- Customer service relations
- Supervising youth and presenting positive role modeling through all interactions with program participants
- Strong organizational skills
- Ability to learn and use unfamiliar programs quickly
- Work a flexible schedule to meet programming needs
- Communicate effectively both orally and in writing
- Familiarity with a variety of marketing tools including Canva, Adobe Illustrator, Squarespace, Wordpress, Cognito Forms and others utilized by the Arts Council.
- Completing an Accounts Assistant or Finance Assistant Intermediate Apprenticeship often provides the experience required for an entry-level Bookkeeper role. Some employers may hire graduates who have a Bachelor's Degree in Accounting or a related field, without this experience. Other employers prefer candidates who have worked as an Administrative Assistant in an accounts department.

The ideal candidate lives within a 40 mile radius of Los Alamos County or has plans to relocate to Los Alamos County within the next 6 calendar months or has significant experience with remote bookkeeping.

Physical Demands

The Bookkeeper position is a hybrid position that requires the ability to work in an office environment. Some of the office spaces are in upstairs rooms with stairs access. The position requires basic lifting, bending, sitting, standing, and the ability to work indoors.

Organizational Structure

- Reports to and works with Executive Director and Treasurer to execute programs and stay within budget
- Collaborates with Programs Managers at the discretion of the Executive Director
- Collaborates with Community Programs Manager on comprehensive calendar
- Works with Marketing to advertise programming