

FAIRFIELD ARTS & CONVENTON CENTER

Bookkeeper Job Description

SUMMARY

The Bookkeeper is responsible for all accounting functions, reporting and cash management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Reporting & Cash Management

- Accounts payable – process (verification, approval, QuickBooks entry) all invoices within five business days of receipt
- Invoicing - Event invoices sent within three business days following event
- Responsible for payroll or liaison with payroll provider (currently liaison)
- Accounts receivable and collections – Weekly report to Assistant Director and Director of collection efforts for invoices that are 60 days or more past due
- Cash receipts, cash deposits and supporting recordkeeping. Cash and checks deposited daily
- Report cash balances and requirements to Assistant Director and Director weekly or upon request
- QuickBooks data entry and report generation
- Provide monthly financial reports to Director adhering to schedule set by Board of Directors
- Participate in budget development with Director
- Cash management with director as needed of all accounts
- Monthly bank reconciliation of all accounts
- Monthly event recordkeeping for events and theater performances
- Provide requested reports
- Recording payroll transactions in QuickBooks on a bi-weekly basis
- Filing and recording of bi-weekly and monthly payroll tax payments in QuickBooks
- Reconcile ticket office receipts and deposits to ticket sales daily
- Maintain cash bag

Donor Relations and Management

- Record all donations in DonorSnap and QuickBooks, preparing donor acknowledgements and mailing
- Monthly reconcile of QuickBooks donation deposits to DonorSnap donation totals
- Prepare annual contribution statements for donors and mail timely before IRS deadline

Permits & Filings

- Preparation of annual filing for Food License permit
- Assist in gathering necessary information for necessary filing of Form 1099's
- Submit necessary reports and provide requested information to CPA for annual filing of Form 990
- Processing credit cash payments through online software when required for payments from patrons
- Compile information required for an annual Workman's Comp Insurance audit

Grants & Committee Involvement

- Attend and record minutes for Finance Committee meetings. Address any questions from Committee pertaining to financial information.
- Attend and record minutes for Fundraising Committee meetings. Address any questions from Committee pertaining to financial information
- Participate in grant applications

All other duties as assigned by the Director and/or Assistant Director

Qualifications

- Bachelor of Arts degree or equivalent required or demonstrated knowledge and experience with QuickBooks
- Knowledge of and experience with Microsoft Office Suite, with focus on Excel & Google Drive and associated applications
- Detail Oriented: Perform each essential duty satisfactorily
- Carry out written or oral instructions
- Ability to read and understand equipment manuals and client contracts
- Ability to write reports and business correspondence
- Ability to add, subtract, multiply and divide numbers
- Ability to operate a computer
- Ability to maintain high standards of quality, neatness and attention to detail
- Ability to project a professional and friendly manner in all contacts with FACC clients and other FACC employees
- Ability to present a neat, businesslike and professional appearance
- Ability to provide honest and ethical standards in the work environment
- Valid driver's license

Job Title: Bookkeeper
Status: Part Time – Hourly
Hours: 25 hours
Department: Administration
Reports to: Executive Director
FLSA Status: Non-Exempt
Date Prepared: August 1, 2018
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