

Adler Arts Center

Bookkeeper Job Description

Job Title: Bookkeeper

Reports To: Executive Director

Work Schedule:

Approximately 8–12 hours per week, with flexible scheduling based on organizational needs.

Job Purpose:

The Adler Arts Center is seeking an experienced, resourceful, and team-oriented Bookkeeper to manage the organization's bookkeeping and accounting functions using QuickBooks. The position also administers human resources responsibilities.

Primary Duties and Responsibilities:

The Bookkeeper performs the following accounting and human resources duties:

Accounting

Manage accounts payable, accounts receivable, and account reconciliations.

- Code, enter, and monitor billing, payables, ACH withdrawals, and automatic recurring expenses in QuickBooks.
- Record vendor invoices, maintain vendor files, and record debit card purchase transactions.
- Prepare checks for approved invoices when payment is due
- Maintain documentation supporting all expenditures, including program allocations.
- Enter received payments into QuickBooks
- Conduct monthly bank (checking, savings, and credit card) and balance sheet account reconciliations
- Prepare and make deposits
- Processing credit memos
- Prepare and post journal entries
- Support the annual audit by preparing worksheets and providing auditors with the required financial information

Human Resources

Manage human resource responsibilities.

- Create and maintain employee files (paper and electronic)
- Review timesheets for accuracy before submitting them for payroll processing
- Process payroll twice monthly using ADP.

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- Manage unemployment matters and conduct background checks and enrollment activities for new hires.
- Process employee-related payroll changes
- Maintain physical payroll records and the payroll information system
- Coordinate required updates to payroll records and systems
- Prepare and post the payroll journal entry

Qualifications and Skills:

- 5+ years of bookkeeping and office management experience
- MUST Have expertise and extensive experience working with QuickBooks.
- Excellent computer skills with proficiency in Microsoft Word, Outlook, Excel (developing excel spreadsheets), and other Office 365 programs
- An expert understanding of accrual as well as cash accounting.
- A working knowledge of Generally Accepted Accounting Principles (GAAP)
- Nonprofit Accounting experience would be a plus
- Understanding the audit process

Compensation

Commensurate with experience