

# Fuller Lodge Art Center – Bookkeeper Job Description

**Job Title:** Bookkeeper

**Job Type:** Part-Time

**Reports To:** Art Center Director

**Schedule:** 5-10 hrs/week

**Pay Range:** \$12-\$18 per hr.

## Job Summary

The Fuller Lodge Art Center is hiring a bookkeeper. General duties include, but are not limited to: Record keeping using Quickbooks, daily banking deposits, bill paying, payroll, collecting contracts and issuing NTTC's, ordering office supplies, paying teachers, interns, and artists, monthly bank reconciliation, and regular coordination with outside accountant. Bookkeeper may occasionally be required to provide extra support to day-to-day Art Center programming.

## Qualifications and Skills

### Education/Certification

- Associates Degree or Higher in Business

Knowledge/Experience Must have the ability to demonstrate and/or show competency in the following areas:

- Communicate effectively both orally and in writing
- Basic understanding of accounting practices, experience in accounting preferred.
- Work a flexible schedule to meet programming and staffing needs
- Ability to use Quickbooks
- Work efficiently in PC operating systems
- Basic math and arithmetic skills
- Understanding of basic business practices