



## 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 practice.

To apply: We are asking for a *resume*, *cover letter*, and *three references*.

- Deliver to the Art Center in person
- Email to [info@fullerlodgeartcenter.com](mailto:info@fullerlodgeartcenter.com)
- Send by mail to:

**Bookkeeper**

**Fuller Lodge Art Center**

**2132 Central Ave.**

**Los Alamos, NM 87544**