

ALLIEDARTS

— OF WHATCOM COUNTY —

JOB POSTING

POSITION: Bookkeeper

TYPE: Part Time (10-20 hr/ week), exempt, hourly

Location: Office/Virtual

Reports to: Executive Director

Who we are

The mission of Allied Arts of Whatcom County is cultivating our creative region by empowering local artists, fostering arts education, and engaging enthusiasts of the arts. For over 40 years, Allied Arts of Whatcom County has been a leader in fostering and supporting the local arts scene and serves more than 50,000 people annually.

At AAWC, we pride ourselves on creating the "wow" factor in everything we do. We search for people who demonstrate a strong work ethic, excellence in customer service, partnering and teamwork, and quality performance. We strive to be a great place to work by fostering a safe, open, inclusive and healthy work environment. We want to ensure that our organization is as diverse and inclusive as our community. We want to create a culture that fosters excellence in customer service, open and honest communication, transparency and accountability, data driven decisions, and business initiated process improvement.

Your opportunity at a glance

AAWC seeks an innovative and collaborative professional oversee all facets of bookkeeping using QBO and Excel spreadsheets; receiving and recording payments, bills, grant tracking, A/P, A/R, payroll for monthly, quarterly and yearly payroll taxes including workstudy employees, vendors, donations, database membership maintenance, grant tracking and other tasks as specified by the Director.

Bookkeeper reports to the organization's Director. This Part Time (10-20 hr/ week at pay depending on experience) position is headquartered in Bellingham, but has the flexibility for telework. As a member of the staff, you will be an integral part of an experienced, collaborative, diverse, and inclusive team. We encourage you to bring your shared enthusiasm of the arts, consultation and interpersonal interaction skills to AAWC and invite you to apply today.

AAWC provides a modern work environment and excellent benefits including:

- Training and career development programs
- Flexible work schedules
- Telecommuting opportunities
- Active and engaging diversity program
- Free parking

Position Profile

Allied Arts is committed to building a strong team to support our arts-related programming which includes events and festivals, gallery operations, arts education, and arts advocacy. The Bookkeeper is responsible for the general accounting, related data entry, and tracking of operational finances.

Qualifications:

- Must have excellent working knowledge of all programs within Microsoft Office
- Extensive experience using QuickBooks independently as a full charge bookkeeper.
- Experience with QuickBooks Online a plus.
- Accrual accounting experience
- Grant tracking using QB and Excel spreadsheets
- Complete payroll processing, including filing payroll taxes and year end W-2.
- Adjusting journal entries
- A/P and A/R
- Posting Prepaid and Unearned Revenue (not used often)
- Able to work independently with little supervision

Skills:

- Strong 10-key and typing skills
- Highly accurate with attention to detail
- Strong computer skills for online database system
- Excellent problem solving skills
- Able to be flexible in working hours/days to correspond to payroll, grant deadlines, payroll tax filings etc

HOW TO APPLY - Please submit your cover letter, resume and references to director@alliedarts.org

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY TO ENSURE YOU HAVE SUBMITTED THE REQUIRED MATERIALS TO BE CONSIDERED.

IMPORTANT: To be considered for this position, you MUST include the following, failure to do so will result in your application not considered:

- Current comprehensive and chronological resume.
- Cover letter detailing your experience and why you are interested in working for the AAWC.
- Three professional references to include a current or recent supervisor with valid email addresses and phone numbers.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

AAWC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, diversity, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. For questions about this recruitment, or to request reasonable accommodation in the application process, please email kelly@alliedarts.org or call (360) 676-8548 ex 107.