



Position Opening Full Charge Bookkeeper

Creative Arts Workshop (CAW) seeks a Full Charge Bookkeeper to start immediately in February 2020. This position is being re-posted with an extended deadline.

CAW is a nonprofit arts organization with a budget just under \$1 million annually. We have a full time staff of 2, part-time staff of 4, and part-time faculty of 50. Payroll is bi-weekly. We derive a significant portion of our income from earned revenue from tuition; the remainder is through contributions. Our fiscal year is July-June.

The primary roles and responsibilities of the bookkeeper are outlined below:

- Responsible for full cycle accounting duties
- Code and enter vendor expense invoices
- Accounts payable
- Process accounts receivable and invoice clients and customers
- Prepare bank deposits; enter into Quickbooks
- Make necessary journal entries
- Ensure accuracy in general ledger
- Process employee time sheets and payroll
- Prepare monthly and quarterly tax returns
- Perform monthly reconciliations and reporting, as well as all schedules, reconciliations and back up information for annual audit.

Qualifications

- Associate's degree in accounting or related field, preferred
- Certified Bookkeeper designation preferred
- 5+ years of experience in a bookkeeping role
- Advanced accounting and bookkeeping software experience
- Aptitude for business
- Highly organized and detail oriented required
- Must be comfortable meeting tight deadlines
- Experience with preparing for the annual audit, and financial statements and tax returns
- High degree of proficiency using Quickbooks online required.
- Payroll experience required; Experience using online payroll systems, such as ADP preferred.
- Experience preparing for and working through annual audit preferred.

Must be able to work independently with high function. Must work with discretion and confidentiality. Facility with MS Office software and G-suite environment required. Familiarity with fundraising software and CRM systems is preferred. Other considerations: professional demeanor, excellent time management skills, supervisory experience, and a resourceful work ethic.

Desire to work as part of a small and lean team and work meaningfully towards strategic goals in a fast-paced office. Must possess a commitment to the highest standards of accounting, confidentiality.

Demonstrate willingness and initiative to acquire skills and knowledge to fulfill job responsibilities. Candidate will have the ability to work with minimal supervision – be self-motivated and confident, be able to handle multiple projects, and keep them on track. The successful candidate will be able to demonstrate a keen interest and drive for details.

The Bookkeeper reports to the Executive Director. Onboarding in January will be provided.

Hours and Compensation:

This is a part-time position to start, up to 29 hours per week. Partial benefits for hours at this level are available. Wages will be organizational-appropriate and commensurate with experience.

To Apply

Deadline for consideration: 5 pm (EST) January 31, 2020. Interviews will begin immediately and continue until the position is filled. Candidates should send a one page cover letter with a desired salary range for a part time position, and a current resume to: HumanResources@creativeartsworkshop.org. *No calls, please.*

About Creative Arts Workshop

CAW is a nonprofit regional visual arts center located in the heart of the award-winning Audubon Arts District in downtown New Haven, CT. CAW provides space in fully-equipped studios to create, engage in dialog, and nurture creative expression, new ideas and innovation. Its galleries celebrate the visual arts with a growing and vibrant exhibition and public programming roster that encourages examination, reflection, and discussion around the visual arts and the arts field, and issues of social and cultural relevance.

Creative Arts Workshop (CAW) provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Creative Arts Workshop to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). CAW does not discriminate against any qualified employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. CAW makes reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

For more information about CAW, visit creativeartsworkshop.org

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