

Creative Arts Workshop
Position Opening -- Full Charge Bookkeeper
Posted December, 2022



Creative Arts Workshop (CAW) seeks a **Full Charge Bookkeeper** to start in February 2023.

CAW is a nonprofit arts organization in downtown New Haven, CT with a budget just under \$1 million annually. We operate both exhibition space and a visual arts school for all ages.

We currently have a full-time staff of 2, part-time staff of 3, 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 full charge bookkeeper are outlined below:

- Responsible for full cycle accounting duties
- Process and track accounts payable, code and enter vendor expense invoices in QuickBooks, obtain approvals and send checks
- Process and track accounts receivable; invoice clients and customers, as needed
- Prepare bank deposits; enter into QuickBooks
- Make necessary journal entries
- Ensure accuracy in general ledger
- Process employee time sheets and payroll through third party vendor
- Prepare monthly and quarterly tax returns
- Perform on-time monthly reconciliations and reporting, as well as all schedules
- Prepare for and support the annual audit
- Maintain bookkeeping, vendor files and perform own administrative tasks
- File annual filings with State of CT
- Other related tasks as directed.

Qualifications

- Minimum of Associate degree in accounting or related field preferred
- Certified Bookkeeper designation preferred
- 5+ years of experience in a bookkeeping role; at least 3 years working in nonprofit in comparable role with knowledge of and hands-on experience in accrual accounting and fund accounting
- Advanced accounting and bookkeeping software experience
- Aptitude for business
- Highly organized and detail oriented
- Must be comfortable meeting tight deadlines

- Experience with preparing for the annual audit, and financial statements and tax returns
- Payroll processing and recordkeeping experience required; experience using online payroll systems, such as ADP preferred.
- High degree of proficiency using Quickbooks online required
- Must be able to work independently with high function
- Must work with high degree of 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, verbal and written communication skills, integrity, and a resourceful, high work ethic. Desire to work as part of a small and lean team and work meaningfully towards strategic goals in a fast-paced nonprofit office. Must possess a commitment to the highest standards of accounting and 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 and accuracy. This position requires a high level of responsibility, understanding of how this role intersects with others in the organization, and is accountable for their work product and process.

The Bookkeeper reports to the Deputy Director. Onboarding in February will be provided.

Hours, Compensation and Work Location

This is a part-time position. Weekly hours are expected to range between 20-25 hours, not to exceed 29. Wages will be organizational-appropriate and commensurate with experience. We expect that at least one-quarter to one-half of the bookkeeper's time will be onsite. Some remote work may be possible, depending on qualifications, experience, workflow.

To Apply

Deadline for consideration: 5 pm (EST) January 22, 2023. Interviews will begin immediately and continue until the position is filled. Candidates should send resume, and a one page cover letter addressing your qualifications. Please include a desired salary range for a part time position, 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

Posting Date: December 15, 2022