



# THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows.

**TITLE:** Bookkeeper

**REPORTS TO:** Accounting Manager

## **JOB PURPOSE**

The purpose of this position is to perform the day to day activities of the accounting department. Accounts receivable and payables being the main functions. Back up the Accounting Manager as needed.

## **DUTIES and RESPONSIBILITIES:**

### **Accounts Payable** - Perform day-to-day functions for accounts payable

- Process all invoices for approval
- Enter invoices in Quickbooks Online
- Generate checks after Accounting Manager approval
- Prepare checks for signing, and mail and file after signed
- Prepare artist checks, including deposits; final payments; meal, backline and hotel buyouts

**Accounts Receivable**- Perform the day-to-day processing of patron ticket transactions to ensure that revenue and receivables are recorded in a timely and accurate manner.

- Process daily tickets sales in Quickbooks
- Process incoming checks for memberships, rentals and donations in Quickbooks.
- Review and reconcile donor payments.
- Follow up on past due invoices and pledge payments
- Reconcile cash bags, make change as needed and take deposits to the bank.
- Data Entry of all Paypal and icheck payments.

**Payroll**- Have knowledge of payroll processing and be available as a back up when needed.

### **Other** -

- Assist gathering information for year-end financial audit.
- Filing
- Other duties as assigned



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## **QUALIFICATIONS:**

- 3-5 years of experience with Quickbooks or Quickbooks Online.
- Outstanding customer service skills.
- Outstanding written and verbal communication skills required.
- Must be able to multitask.
- Full comprehension and use of Google Drive, Microsoft Office, and basic computer use.
- Practical problem solving.
- Basic math skills required.
- Ability to use various ticketing programs including PatronManager or Salesforce is a plus.
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to maintain confidentiality concerning financial and customer and donor files
- Strong attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and email at a highly proficient level
- Time management skills

## **HOURS**

Part Time - 24-32 hours per week

Time can vary based on event needs. Some evening and weekend hours will be required during fundraisers and California Worldfest in July. .

## **BENEFITS**

- Show tickets
- Flexible hours
- Discounts on classes and workshops
- 20% discount on Center Merchandise and drinks at the Center Bar.
- 40% discount on WorldFest Merchandise
- Sick and Vacation time
- CalSavers Roth IRA

## **TO APPLY**

Email cover letter and resume to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org).