



## **BOOKKEEPER**

The Armory Art Center is a non-profit organization committed to providing exceptional visual arts experiences for our diverse community. We are growth-oriented and passionate about what we do.

### **Summary**

We are looking for a detail-oriented Bookkeeper who works in-house and with our out-of-house accounting team, focusing on the day-to-day financial transactions. This role focuses on documentation and processing for all types of financial transactions, enter data into spreadsheets and bookkeeping software, compile reports, gather and organize bank statements, highlight discrepancies in company records and research possible reasons for errors or differences in expected versus actual account balances. They might also handle basic administrative duties for the accounting team and often assist other team members as needed.

This position is a full-time or part-time in person position. The work week is Monday-Friday 8:30am-5:30pm most of the year. The schedule for this position may vary according to programming needs. Occasional evenings and weekends are required.

### **Responsibilities**

- Documenting financial transaction details and monitoring the transactions
- Preparing and filing financial documents
- Processing accounts payable and accounts receivable
- Fact-checking accounting data
- Reconciling company accounts
- Processing payroll and tracking payroll data
- Assisting with tax payments and returns
- Working with outside financial accountants as needed

### **Board and External Relations**

- Serve as the primary Armory liaison to the Finance Committee of the Board of Directors
- Serve as the primary Armory Liaison along with the Chief Executive Officer to the Board Treasurer.

### **Requirements and Qualifications**

- An eye for detail
- The ability to meet deadlines
- The ability to communicate complex data in a clear way
- Exceptional organizational skills
- The ability to prioritize projects
- Customer service skills
- Excellent data entry skills
- Payroll accounting skills
- Associated degree in Accounting or related field; Bachelor's degree preferred
- Minimum of 2-5 years experience in bookkeeping or accounting
- Proficiency in accounting software (QuickBooks, Xero, etc.)
- Familiarity with web-based POS/CRM/LMS online platforms such as CANVAS and SQUARE
- Excellent communication and interpersonal skills
- Ability to work independently and manage multiple tasks
- Certified Public Accountant (CPA) or Certified Bookkeeper (CB) preferred
- Experience working with education or non-profit organization is not required but preferred

### **Compensation and Benefits**

#### FULL TIME

- \$45,000 to \$55,000 depending on experience.
- Health, Dental, and Eye insurance benefit
- Company match in 401 K plan a upon eligibility
- Paid vacation accrued during the first year; increases over time

#### PART TIME

- \$20-25 per/hour
- 30-35 hours per week
- Minimum 3 days a week

Make sure you meet the job requirements and then:

1. Cover letter - Indicate in your cover letter if you are interested in Full time or Part Time
2. Send a current resume.
3. Send a list of five professional references with contact information.
4. Send all documents as one PDF.

*(There is no relocation or interview travel stipend available for this position.)*

#### **Apply**

Email resume to [employment@armoryart.org](mailto:employment@armoryart.org) In the subject: Bookkeeper  
No phone calls.

NOTE! This position is open until filled. If you are interested, send in a packet immediately.

*The Armory Art Center does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, or marital status in its programs, activities, and employment.*