



Title: Full Charge Bookkeeper
September 16, 2020
FLSA Status: Salaried Exempt
Reports to: Executive Director
Salary: \$40,000 - \$47,000

Essential Functions: The Full Charge Bookkeeper is responsible for assisting the Executive Director and Treasurer with the financial management of the organization. The Full Charge Bookkeeper is required to have a formal and strong foundation in accounting, best practices in financial management, grants management and grants reimbursements, and nonprofit accounting. The purpose of this position is to provide the financial management infrastructure to maintain and grow all programs, track and report on all finances regarding grants and accounts, assure educational program staff have the proper support for procurement of materials and equipment needed for programs, assist the Executive Director with financial management of all funds, and process payroll. The Full Charge Bookkeeper reports to the Executive Director, participates in the board of directors' finance committee, and maintains a positive roll in communicating with all members of the board of directors and staff.

The ideal candidate will possess the following qualifications and personality traits:

- Minimum of 5 years of professional experience in a nonprofit or small firm setting.
- Highly detail-oriented, exceptionally organized, including thorough record keeping for legal and financial administration and for reporting to government and private funders.
- Passionate commitment to mission-driven environmental and arts programs.
- Demonstrated, exceptional project management skills; ability to set priorities, plan tasks, and manage multiple projects simultaneously; clear focus on meeting deadlines and producing high quality work.
- Expertise in Mac OS, advanced QuickBooks, MS Office Suite (particularly Excel & Word), databases, and internet research.
- Willingness to pursue Nonprofit Finance Certification and/or Accounting and Nonprofit Management Courses in first year of employment.
- Ability to maintain calendar of due dates, meet deadlines and maintain schedules for invoicing and reimbursements from grants, federal and state reports, payroll, and more.
- Self-driven, results-oriented, mature, credible, natural forward planner with a positive outlook, who critically assesses personal and organizational performance, is comfortable dealing with people at all levels, is reliable, tolerant, able to get on with others and be a team player, and is driven to develop professionally and seek out opportunities for professional development.

Essential Functions & Key Responsibilities:

This position performs all accounting and finance functions required by the organization.

- Must have advanced knowledge and experience with Quick Books and Excel
- Maintain financial records & asset inventories, maintain separate copies of all grants funded transactions
- Reconcile bank and credit card accounts
- Manage cash and cash flow projections
- Prepare monthly financial statements for Staff, Committees, Board of Directors, and Grantors
- Provide financial oversight and management of project budgets and job costing, working with staff on project budget and expense tracking and ensuring the Executive Director is able to assess the budget of the organization and each job or contract on a weekly basis



Mailing address: P.O. Box 16019 | Galveston, Texas 77552 | 409-632-0388

Location: 13330 Settegast Road | Galveston, Texas 77554
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- Coordinate with and assist Treasurer in preparation of annual IRS information return, quarterly and annual IRS payroll tax reports, quarterly Texas state wage reports, and annual audit.
- Track donations, grants, and contracts, including accurate accounting and financial management of grants and contracts, and financial reporting for grant and contract reimbursements
- Reconcile, enter, and pay expense reports and expenditure requests on a weekly basis.
- Perform all necessary bookkeeping/accounting functions, including management of accounts payable and accounts receivable, making journal entries and maintaining the general ledger, reconciling bank statements, closing the books at month end and year end, etc.
- Process payroll and employee benefits.
- Participate in the Financial Committee, serving as the Financial Committee recorder.
- Work collaboratively with the Treasurer and Financial Committee members to implement best practices and assure recording and tracking of jobs/grants/time through QuickBooks.
- Oversee monthly documentation required by grantors generated by events or Eco-Art Educators, and monthly oversight of Eco-Art Program/Project budgets and progress.
- Prepare financial documents for the Board of Directors Executive Committee Meetings and assistance with budget analysis on an annual basis to develop the annual budget.
- Communicate with the Director of Education to assure proper project management, reporting, and requests for reimbursements for contracts, grants, and other agreements.
- Communicate with program delivery personnel for acquisition of supplies and equipment.
- Foster and maintain a professional atmosphere among employees in the office.

Complexity and Problem Solving:

- Understand and adapt to constraints of grants guidelines, financial resources, and the divergent goals of educational partners and arts or natural resource agency funding sources.
- Work in and enjoy high-visibility and fast paced, sometimes stressful environment.

Discretion / Latitude / Decision Making:

- Maintain complete confidentiality and utilize analysis, wisdom, experience, and judgment to assist the Executive Director with financial matters regarding staff members.
- Act independently and maintain good communication with all parties.
- Report and work most closely with the Executive Director.

Communication/ Interpersonal Skills:

- Persuasively convey Artist Boat mission and programs to promote investments and partnerships.
- Maintain and build effective and proactive relationships with staff, the board of directors, partners, funders, and the general public.
- Work effectively in sometimes high-stress situations and maintain composure under pressure.

Working Conditions/Physical Effort:

- Focus on priority tasks in a busy office environment.
- Work long hours and weekends occasionally or when needed.
- Maintain availability to communicate using personal cell phone.

Artist Boat is an Equal Opportunity Employer

Please submit application package to admin@artistboat.org. The package should include a cover letter, resume, and three professional references. Ready to hire immediately.



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