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Inspiration and education through unique coastal experiences

<b>Title:</b>	Bookkeeper (Full Charge)
<b>FLSA Status:</b>	Salaried Exempt
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	\$55,000 – \$65,000 (dependent on experience and skills, promotion to full charge bookkeeper, and manager over time)

**Essential Functions:** The Bookkeeper is responsible for assisting the Executive Director and accounting firm with the financial management of the organization by assuring that bookkeeping functions and entries are completed daily, weekly, monthly, quarterly, and annually to maintain good standing with staff, grantors, governmental entities, board members, donors, and creditors/vendors. The Bookkeeper is required to have a formal and strong foundation in accounting principles, best management practices/standards in financial management, and nonprofit accounting vs. for profit accounting. The purpose of this position is to provide the financial accounting infrastructure to provide prompt reporting monthly on the status of grant/contract budget tracking, fundraising campaigns, full organization budget vs. actual, payroll and benefits, credit accounts and loans, and status of reconciliation of accounts. The Bookkeeper reports to the Executive Director. Must have strong skills in Quick Books Online, Excel (including pivot tables), and processing payroll. Must be able to work with the external accounting firm to assure proper management of the finances of Artist Boat.

**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 any task not being too small or too big to mission-driven environmental and arts programs through the accounting functions (examples of small are making copies of transactions weekly for grant binders, filing, or sweeping the floor; examples of too big are assisting with decisions during natural disasters and being available to assure financial process still continue).
- Demonstrated, exceptional project management skills; Ability to maintain adhere to a calendar of due dates, ability to set priorities, plan tasks, and manage multiple projects simultaneously; clear focus on meeting deadlines and producing high quality work (examples include invoicing and reimbursements from grants, federal and state reports, payroll).
- Expertise in Mac OS, advanced QuickBooks Online and experience with CRM a plus, MS Office Suite (particularly Excel & Word), databases, pivot tables, and internet research.
- Willingness to pursue Nonprofit Finance Certification and/or Accounting and Nonprofit Management Courses in first year of employment.
- 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:**

- Track (code properly) donations, grant related expenses against grant and contract budgets, and produce financial reporting for grant and contract reimbursements monthly.
- 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, preparing reconciliations for review of bank statements and credit card accounts.

- Maintain financial records and maintain separate copies/records for grant projects in grant/project binders and work with program coordinators or operations director.
- Assist accounting firm and Executive Director in production of monthly financial statements for Staff, Committees, Board of Directors, and Grantors
- Coordinate with the external accounting firm in preparation of annual IRS information return (990 and Audit)
- Prepare quarterly and annual IRS payroll tax reports, quarterly Texas state wage reports, and other required governmental reporting.
- Assure any journal entries are reviewed and approved by the accounting firm assisting with monthly reconciliation review.
- Process payroll and employee benefits
- Work collaboratively with the Executive Director and Finance Committee members to implement best practices and for accounting functions.
- Coordinate with coordinators and directors for program acquisition of needs and proper tracking of expenses and reimbursements.
- 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.

**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 and maintain composure under pressure.

**Working Conditions/Physical Effort:**

- Focus on priority tasks in a busy office environment.
- Work as needed to meet deadlines, to bring accounting entries current monthly, to train, to work with the Executive Director, and document standard operating procedures.
- Maintain availability to communicate using personal cell phone.

Please submit application package via SNAIL MAIL to Karla Klay at 13330 Settegast Road, Galveston, TX 77554 or email package to executive.assistant@artistboat.org. The package should include cover letter, resume, college transcripts if degreed, and three contacts or letters for professional references/recommendations. This position is available for immediate hire. Will interview qualified candidates as soon as full package is received. No phone calls or emails to Executive Director, please as the Executive Director is exceptionally busy and unavailable to respond to inquiries. Applications will be reviewed in full and interviewed based on meeting the qualifications described above and submission of complete application packages.

*Artist Boat is an Equal Opportunity Employer*