Purpose & Description of Office Manager / Bookkeeper Position: Supports Carnegie Arts Center (CAC) operations by implementing and maintaining office systems, procedures and policies, and supervising part-time staff and volunteers. Accurately records financial transactions and ledger accounts according to acceptable accounting standards so that records are audit ready at all times. Manages donor database (excluding membership data), creates and processes donor correspondence. This position is anticipated to be 20 hours per week, with no health or retirement benefits.

Reports to: Carnegie Arts Center Executive Director

Duties & Responsibilities:

- Maintains and supervises all office services by organizing office operations and procedures including, but not limited to
  - developing procedures for retention, protection, retrieval, transfer, and disposal of records.
  - ordering and organizing office supplies and equipment.
  - Ensuring operation of basic office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
  - developing office policies, standards and procedures; measuring results against standards; making necessary adjustments.

- Provides bookkeeping functions, including
  - developing appropriate policies and procedures for financial records and information in compliance with GAAP.
  - overseeing all accounts receivable and accounts payable.
  - recording financial transactions.
  - maintaining and balancing general ledger, including all income, expense and bank accounts.
  - creating and recording all deposits.
  - preparing financial reports, and providing information to the Director and the Board on report details.
  - completing quarterly reporting for artist/art & shop sales reimbursements and sales tax reporting
  - providing any information necessary to accountants and auditors to assist in their functions of auditing financial records, tax filings, and payroll completion.

- Manages Human Resources functions, including
  - onboarding new staff.
  - assuring HR compliance with all State and Federal laws/regulations.
  - overseeing payroll operations by collecting time sheets, verifying and recording hours, and transmitting information to payroll accountants.
• maintaining employee records; keeping payroll, employee and volunteer information confidential.

• Provides clerical support to the Director and Board of Directors, including
  o providing information to aid in reviewing and projecting budgets.
  o coordinating preparation of reports, analyzing data, and identifying solutions.
  o maintaining donor records (excluding membership records); sending invoices, statements, acknowledgements, and other communication.
  o coordinating CAC correspondence and communication with donors (excluding members correspondence), artists, and the general public.

• Provides general customer service, including
  o handling customer and vendor queries via telephone, email and written correspondence.
  o overseeing procedures and functions of front desk ticketing, gift shop and other retail transactions.

• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

• Other duties as assigned.

Applicants for this position must demonstrate the following skills:
Ability to work independently and as part of a team of staff and volunteers
Leadership qualities, including the ability to supervise and manage staff and volunteers
Knowledge of business management and bookkeeping functions
Knowledge of office computer skills and programs (specifically Quickbooks, MS Excel, MS Word, MS Access Database)
Superior organizational abilities and time-management skills; attention to detail
Ability to adapt to a constantly changing environment
Problem-solving and decision-making abilities
Data entry and report generation
General math skills
Confidentiality
Ability to read and write in the English language
Ability to communicate effectively with staff, volunteers and visitors orally and in writing

Requirements
• **Education**: College degree; Business Administration or related subject preferred.
• **Experience**: 3 years of work experience in a clerical/office/administrative position; experience in a non-profit organization desirable.
• **Physical**: Must be able to sit, stand, walk, lift at least 50 pounds, push and pull at least 50 pounds. Must be able to understand, hear and speak in order to conduct normal business transactions conducted in the English language in person and on the telephone. Must have visual capabilities to work with printed text on paper and on a computer.

This is an hourly paid position. Starting wage is $19/hour.