

Job Posting: Financial Coordinator Eureka Springs School of the Arts

ESSA is seeking a part-time Financial Coordinator to perform all bookkeeping and financial reporting, as well as to provide general administrative support.

Job Title: Financial Coordinator, Eureka Springs School of the Arts

Summary of primary duties and responsibilities:

This position is responsible for all financial administration, including bookkeeping and accounts payable and receivable. This position also implements administrative systems, procedures, and policies, and performs administrative aspects of event and programming projects. Works collaboratively and cooperatively with ESSA staff and volunteers to provide administrative support to program and event delivery. Provides excellent customer service, internally and externally. This position is part time.

Detailed description of duties and responsibilities:

- Responsible for bookkeeping and financial reporting
- Monitors cash flow and ensures that all accounts payable and receivable are processed in a timely manner
- Collects staff timesheets and processes payroll
- Coordinates and updates staffing assignments for all ESSA operational hours, functions and workshops
- Coordinates with staff team to ensure that donor and student tracking databases are accurate and up to date
- Coordinates with staff team to prepare and execute contracts
- Maintains and updates necessary forms and policy documents
- Ensures working order of office equipment and replenishes inventory of office supplies as needed
- Liaison with office services and utilities vendors
- Pick up e-mail/phone messages on days in office and respond within 24 hours

Skills and Qualifications:

Knowledge of QuickBooks, computers and software applications including Excel and Word.

Knowledge of general bookkeeping and accounting principles.

2+ years experience in bookkeeping and office management or equivalent position with similar responsibilities described above.

Knowledge of DonorPerfect and Constant Contact is a plus.

To Apply:

Send cover letter and resume to Kelly McDonough at director@essa-art.org. Application deadline is August 15th.