



## **Finance Manager/Bookkeeper**

**Aiken Center for the Arts (Aiken, South Carolina)**

**Type: Part Time, Permanent (12-15 hours per week)**

**Salary: Range commensurate with experience (15 – 20/hour)**

### **Description:**

Aiken Center for the Arts has served the Aiken community for over 40 years by inspiring and educating all ages through unique visual and performing arts experiences. Each year over 35,000 individuals have the opportunity to participate in various facets of the arts through classes and workshops, diverse programming and gallery exhibitions. These opportunities would not be possible without a coordinated team, committed to making the mission a reality.

The Finance Manager is responsible for assisting the Executive Director in their efforts to ensure long-term financial stability and enhance the Art Center's ability to pursue its mission. The Finance Manager reports to the Executive Director, working with them to supervise day-to-day business and financial operations, to provide financial data for grant applications and reports and to create and monitor the annual budget.

### **Major Duties and Responsibilities:**

- Perform all accounts receivable functions including invoicing, data entry from the registration system, deposits and collections
- Perform all accounts payable functions, including timely bill and payment processing
- Prepare, analyze and summarize data as requested for grants and other projects
- Verification of daily cash box and maintenance of adequate change for gallery store
- Deposit all monies into specific bank accounts daily, and if this cannot be done, alert Executive Director so that deposits can be made daily
- Maintain an accurate record of all transactions in Quickbooks and backup files daily
- Pay accumulated artist commissions at the first period of each month for the preceding month
- Reconcile monthly bank statements and provide to Executive Director when requested
- Prepare financial statements as required by Executive Director
- Verify and pay invoices for rentals and maintain financial files
- Maintain membership database in Quickbooks and reconcile with membership coordinator
- Assists with management of accounting, auditing, and budgeting within the organization
- Assists with preparations for audits
- Works to reconcile accounting inaccuracies or imbalances
- Monitors revenues generated from membership and donations
- Provide clerical and administrative support to management as requested

**Qualifications and Skills:**

- Excellent skills in math, accounting, and financial processes
- Ability to use Quickbooks and work efficiently in PC operating systems
- Excellent communication and interpersonal skills
- Strong critical, analytical and problem-solving skills
- Detail oriented and highly organized
- Skilled in time management and ability to prioritize tasks
- Willing to work a flexible schedule to meet programming and staffing needs

**Education and Experience Preferences:**

- Bachelor's degree in accounting, finance, or equivalent training
- At least 3 years of experience in accounting

**Applications and Inquiries:**

Please submit a letter or email of interest with your resume to Executive Director, Caroline Gwinn at [execdir@aikencenterforthearts.org](mailto:execdir@aikencenterforthearts.org).

This job is a good fit for applicants...

- With gaps in their resume who have been out of the workforce for the past 6 months or more
- A job for all ages, including older job seekers
- A job for those with an analytical and creative mind

Aiken Center for the Arts is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap, or National Origin.