



121 E. Main St. | PO Box 2797
Rock Hill, SC 29732
(803)328-2787
www.yorkcountyarts.org

Part-Time Bookkeeper Position

PART-TIME BOOKKEEPER The Arts Council of York County is seeking an experienced professional to serve as a part-time bookkeeper. Reporting to the Executive Director, the bookkeeper will be responsible for the financial transactions and documentation of day-to-day business of the Arts Council's office. This includes posting all relevant information such as invoices, cash receipts, and contributed income receipts into QuickBooks for payment and documentation, as well as generating reports upon request and reconciling accounts at the end of each month. This is a part-time (approximately 10-12 hours a week) hourly position to be paid commensurate with experience; the expected range is \$25-30/hour. Schedule can be set by a successful candidate in consultation with the Executive Director. The successful candidate should hold at least an associate's degree in accounting or equivalent business experience as well as knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with an extensive working knowledge of QuickBooks Online, Microsoft Excel, Google Drive, donor databases, and a payroll processing service, as well as previous nonprofit experience. Excellent oral and written communication skills, and an ability to work collaboratively with a range of constituencies are essential. This is a wonderful opportunity to work with a local nonprofit organization dedicated to its interest in creating and supporting a thriving, diverse, and vibrant arts community. Expected start date is early February 2022.

Primary Duties/Tasks

- Record expenses in accounting system (accounts payable)
- Process payments to vendors (accounts payable)
- Record donations and pledges into accounting system and donor database (accounts receivable)
- Assist in managing membership database
- Reconcile event sales (tickets, arts sales, classes, concessions, etc.)
- Monthly bank and credit card reconciliations
- Monthly petty cash reconciliations
- Monthly financial reports for board meetings
- Process payroll, including staff paid leave
- Assemble and provide information for external auditors for annual audit
- Comply with local, state, and federal government reporting requirements
- Prepare annual 1099s

Education

- 3-5 years of bookkeeping experience
- Associate's degree in accounting/bookkeeping (Bachelor's Degree in Business Administration or Accounting preferred)
- Nonprofit bookkeeping experience preferred



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Desired Skills

- Proficient knowledge of Quickbooks Online and Microsoft Excel
- Proficient in data entry
- Proficient knowledge of Google products
- Proficient knowledge in understanding database systems
- Organized, detail oriented, and willingness to work independently
- Understanding of best accounting practices in accordance with GAAP

Please submit a résumé and cover letter briefly explaining your experience to Lori Robishaw at lrobishaw@yorkcountyarts.org, or mail in application materials to Arts Council of York County, ATTN: Lori Robishaw, PO Box 2797, Rock Hill, SC 29732

General Organizational Information

Founded in 1977, the Arts Council of York County strives to serve York County and the surrounding area. The mission is to create arts programming that encourages education, economic development, and arts advocacy through unique art experiences that engage the community to make York County a regional arts destination. The vision is to create and support a thriving, diverse and vibrant arts community in York County.

Centrally located in historic Old Town Rock Hill, South Carolina, the Arts Council has established an arts anchor on three blocks of Main Street. The Center for the Arts, housed in two 100-year-old buildings, is currently home to the Arts Council offices, classroom space, artist studios and three gallery spaces. The Tom S. Gettys Center, also one of Rock Hill's historic buildings, is home to Downtown Artistry, the Rock Hill Pottery Center, Concerts at the Courtroom, and artist studios, including Friday Arts Project.

The Arts Council of York County is an equal opportunity employer.