



## **Bookkeeper and Administrative Assistant Job Description**

### **Mission:**

The Dairy Barn Arts Center's mission is to offer exhibitions, events, and educational programs that nurture and promote area artists and artisans, develop art appreciation among all ages, provide the community access to fine arts and crafts from outside the region and draw attention and visitors to Southeast Ohio.

**Position Type: Full-time, salaried**

**Reports To: Executive Director**

**Compensation: \$31,200**

### **Diversity Statement:**

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

### **Job Description:**

The Bookkeeper/Administrative Assistant is a core member of The Dairy Barn team, and is responsible for daily bookkeeping tasks, office support, guest services, and clerical duties to ensure The Dairy Barn adheres to best practices and requirements for non-profit operations and reporting. This position works closely with the Executive Director to provide clerical support and organizational tasks. Confidentiality, efficient time management, excellent organizational skills, and attention to detail are essential qualifications for this position.

### **Qualifications:**

#### **EDUCATION REQUIREMENT**

- Associates degree or higher in a related field.

#### **EXPERIENCE REQUIREMENT**

- At least four years of experience in a professional work environment.

#### **SKILL REQUIREMENTS**



- Knowledge of nonprofit bookkeeping and Generally Accepted Accounting Principles (GAAP).
- Advanced organizational skills and attention to detail.
- Technology skills, particularly with Excel, database systems, social media, G-Suite, and basic marketing tools. This position will be required to quickly adapt to technology changes as our organization continues to grow and change.
- Ability to write in a professional setting, and to edit others' writing for errors.
- Knowledge of clerical and administrative procedures such as filing and record keeping.
- Friendly and professional demeanor when working with the public, volunteers, and fellow staff members.
- The ability to create an open and welcoming environment that is accessible to people of all abilities.

### **SKILLS STRONGLY PREFERRED**

- Working experience with Quickbooks Online is strongly preferred.
- Ability to think outside the box. We are consistently looking for better ways to streamline, digitize, and enhance our mission. All ideas are welcome to the table, and creative thinking is always encouraged.

### **Primary Job Responsibilities:**

- Responsible for essential tasks relating to accounts payable and accounts receivable in accordance with The Dairy Barn's accounting policies and procedures.
- Perform bookkeeping duties in Quickbooks Online such as maintaining the general ledger, running basic reports, syncing Quickbooks with other systems (such as Square, Little Green Light, and Stripe), and troubleshooting payment questions as needed.
- Prepare and make bank deposits.
- Manage petty cash for admissions and events.
- Maintain an accurate and organized filing system.
- Work with off-site accountant and financial consultant to produce accurate financial reports and efficient reconciliation.
- Provide clerical and administrative support with data entry, bulk mailings, donor stewardship, calendar management, social media posts, and customer service requests.
- Assist with event rentals by filling in contract templates, answering questions about venue details, scheduling wedding tours, and updating spreadsheets/calendars.
- Answer incoming phone calls and fill in at the reception desk as needed.
- Other duties as assigned. All staff wear many hats, and go above and beyond to help one another with tasks throughout the year. Flexibility is key.