



Finance Coordinator

Lane Arts Council works to cultivate strong and creative arts communities in Lane County by providing high-quality arts experiences, engaging people of all ages in arts education, and encouraging artistic endeavors. The Finance Coordinator will oversee all of Lane Arts Council's financial transactions and ensure our financial practices maintain the highest level of integrity.

FTE: .25, non-exempt, 10 hours a week

Compensation: \$16-\$18/hour

Reports to: Executive Director

Job Duties and Responsibilities:

- Maintain financial records of Lane Arts Council by accurately recording the day to day financial transactions of the company
- Check and verify source documents such as invoices, receipts, computer printouts
- Allocate and post financial transaction details to QuickBooks
- Reconcile and balance all accounts
- Draw up monthly financial statements (income statement, balance sheet and dashboard)
- Collate and analyze account data and generate financial reports
- Maintain internal control systems
- Manage accounts payable and accounts receivable
- Streamline and manage communications for all administrative and program invoices
- Prepare checks, payments and bank deposits
- Prepare and process payroll
- Comply with relevant reporting requirements
- Calculate and prepare tax payments
- Track grant budget income and expenditures
- Assist with budget preparation
- Assist with annual compilation
- Be the lead contact for health insurance and retirement benefits
- Maintain schedule and complete forms (property-tax exemption, insurance, etc.)
- Maintain complete filing system to support financial records
- Track and maintain inventory
- Issue 1099s to artists and other vendors
- Support office management including answering the phone and greeting visitors
- Other duties as assigned

Education and Experience:

- Knowledge of bookkeeping practices
- Knowledge of generally accepted accounting principles and procedures
- Extensive knowledge of QuickBooks and Excel

- Experience processing payroll
- Knowledge of data management and financial data analysis
- Knowledge of relevant legislation and regulatory requirements
- An associate degree in accounting, finance or business an advantage
- Bookkeeping certification

Key Competencies:

- Planning and organizing
- Attention to detail
- Information collection and monitoring
- Problem analysis
- Problem solving
- Communication skills
- Confidentiality
- Integrity

Application Process:

Open until filled. Review of applications will begin on July 20th, 2017. Please submit the following application materials *as **one complete PDF*** to employment@lanearts.org

- Cover letter describing the experience, skills, and traits that make you the ideal candidate for this position.
- Resume

Equal Employment Opportunity: Lane Arts Council is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.