



## Lane Arts Council Finance Coordinator

### Overview

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:** .375, non-exempt, approximately 15 hours a week

**Compensation:** \$20-\$30/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, ACH 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 development of program and organizational budgets
- 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 contractors
- Support office management
- Other duties as assigned

**Education and Experience:**

- Extensive knowledge of QuickBooks and Excel (required)
- Extensive experience in bookkeeping, with high level knowledge of nonprofit accounting
- Knowledge of generally accepted accounting principles and procedures
- 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:**

Review of applications will begin on **October 24th** but the **position will remain open until filled**. Please submit the following application materials **as one complete PDF** to [employment@lanearts.org](mailto:employment@lanearts.org)

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

*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.*