



LEARNING, CREATING, CONNECTING

Job Posting: Administrative Assistant/Bookkeeper

Applications Reviewed upon receipt. (Priority consideration for applications received by January 10th)

Salary Range: \$26,000 - \$30,000

Hours: 40 hours/week including some Saturdays and evenings

Reports to: Executive Director

Submit a cover letter and resume detailing qualifications to Tyler Cessor at ed@art321.org

Mission: ART 321/The Casper Artists' Guild nurtures & educates visual artists and increases access to arts opportunities for all.

ART 321 Overview: ART 321/The Casper Artists Guild is one of Wyoming's longest serving arts organizations. It provides space and resources for artists across Wyoming to showcase and sell their work in the gallery and gift gallery, presents arts learning opportunities for community members at any stage of their creative journey, and serves as a hub for artists and community members to connect, collaborate, and support one another. ART 321 is committed to supporting artists from any medium or cultural practice.

Position Overview: The Administrative Assistant/Bookkeeper implements and maintains the organization's accounting system, manages the membership and patron programs, and coordinates the online submission process for incoming art. This position is responsible for the day – to – day accounting, such as processing invoices, payroll, bank account reconciliations and bank deposits. The admin assistant keeps records of assets and liabilities and assists with preparation of financial statements and reports.

This role processes payments to artists across Wyoming and manages the registration process for workshops and events for families, beginning artists, and professional artists alike!

Specific Duties:

- Manage accounts payable/receivable, cash flow, all deposits and maintain ongoing financial records and account balances
- Reconcile monthly all bank accounts, company credit cards and expense reports
- Verify and record deposits from online registration and sales platforms
- Process payroll and payroll tax deposits for 3 employees; prepare quarterly reports & W-2's, annual donor receipts, etc.
- Prepare and present with explanations of variances monthly financial statements, including cash flow, profit and loss, and balance sheets

ART 321 * 321 W. Midwest Avenue * Casper, WY 82601

www.art321.org * 307.265.2655

- Work with the Executive Director to support the accountant in filing annual 990.
- Advise Executive Director of cost savings opportunities as they arise
- Lead special projects as assigned with support from the Executive Director
- Maintain accurate information regarding membership, patrons workshop registration, gift gallery items, via google drive
- Create and manage online submission forms for upcoming calls for art
- Attend staff meetings

Benefits:

- 2 weeks paid vacation a year
- Paid sick leave and mental health days
- Paid professional development opportunities

Preferred Experience:

- 2+ years previous bookkeeping/accounting experience or equivalent degree preferred
- 2+ years experience in the arts and/or nonprofit sector preferred

Knowledge/Qualifications:

Required:

- Understanding of QuickBooks Online and related payroll programs
- Excellent customer service and attention to detail.
- Excellent verbal, listening, analytical and written communications skills
- Must have ability to work independently and be a team player
- Proficiency in Microsoft Suite, Google Suite and ability to learn new programs as needed

ART 321 is committed to diversity and equal opportunity employment. ART 321 does not discriminate on the basis of race, color, ethnicity, national origin (ancestry), religion, sex, sexual orientation, gender identity and/or expression, age, disability, veteran status, military obligations, or marital status, in any of its activities operations. Additionally, ART 321 is committed to increasing representation of artists and communities from nondominant and/or marginalized groups in all programs and governing bodies. Applicants with experience working within these communities who would like to support this endeavor are encouraged to apply.