



## **Job Description**

**Position: Bookkeeper**

### **VBAC Mission:**

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

### **Purpose and Programs:**

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming and Community Outreach. We also house an independent artists' cooperative, The Artists Gallery.

### **Description and Duties:**

The Bookkeeper will be detail-oriented to ensure all tasks are completed in full. This position is responsible for the preparation of monthly financial statements, maintaining paper copies of reconciliations, statements and financial reports, filing all expense and income information promptly and preparation for our annual internal audit at end of fiscal year.

The Bookkeeper reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community and perform duties which foster the development of the arts in Virginia Beach and the Tidewater region. This bookkeeper will work in collaboration with the Executive Director and Board Treasurer.

### **Regular Tasks Will Include:**

- Deposit checks and monies (weekly)
- Record details of deposits with appropriate paperwork
- Prepare checks for the Executive Director to sign (weekly)
- Record details of expenses with receipts and/or supporting documents
- Reconcile bank statements and transactions monthly
- Generate monthly reports for the Executive Director and Treasurer for review
- Generate Quarterly Reports for the Executive Director and Treasurer for Quarterly meetings
- Coordinate with the CPA to file Federal and State Tax Forms annually
- Coordinate annual Audit
- Develop annual budget with Executive Director and Board of Directors
- Manage payroll process- set up employee, process paychecks, remove post-employment
- Submit detail of hours work to the Executive Director for approval

### **Qualifications:**

Bookkeeping experience required. Knowledge of QuickBooks to maintain accurate records of income and expenses required. Knowledge of Excel spreadsheets required. Complete ease with technology is required. We will conduct a security check on the selected candidate.

Please note, VB Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open spaces concept with no private office or dedicated private conference room. The "office space" is shared. This is a part-time position (10 hours per week/ \$25 per hour).