



*Sofia Quintero*

art and cultural center, inc.

Administrative Offices located at:  
The Jose Martinez Memorial Galeria  
1222 Broadway St. Second Floor; Toledo, OH 43609

### **Job Description**

SQACC is looking for an excited and organized individual to be its Bookkeeper as well as Office Administrator. We ask that our team members be excited and passionate about serving and fulfilling the mission of SQACC.

Title: Bookkeeper and Office Administrator

Qualifications:

1. Bachelor's degree; preferably in Finance or 2 years of Bookkeeping experience with a nonprofit
2. Knowledge and ability to work with QuickBooks Premier Non-Profit Edition 2016 (or similar)
3. Can maintain confidentiality at all times
4. Can use Microsoft Suite and Google (Email, Drives)
5. Experience of working with a Board of Trustees and Donors is a plus
6. Ability to work independently and make decisions according to policies and procedures
7. Positive demeanor and willing to be a team player and contribute to the overall mission of SQACC
8. Organized and able to manage general office duties (supplies, cleaning, schedules)
9. Strong phone and communicative skills (verbal and written)
10. Ability to adapt and solve problems
11. Bilingual is a plus (Spanish and English)

Performance Responsibilities:

1. Input all financial data into QuickBooks based on the needs of SQACC
2. Reconcile all bank statements as well as categorize and reconciles credit card statements
3. Create reports using QuickBooks for Board meetings, Executive Director, special projects, events, etc. (Ex. Include but not limited to Profit and Loss, Budgets, Reconciliations)
4. Maintains confidentiality of financial records, staff and HR records, general files and timesheets
5. Works with the Executive Director and Finance Committee to develop a yearly budget
6. Must input accurate and correct data into QuickBooks; income, expenses, donations, grants, etc.
7. Responsible for actively following SQACC's Fiscal Policies and Procedures

8. Responsible for making sure SQACC submits yearly tax filings and audit in a timely manner.  
\*Will work with a third-party CPA
9. Handles weekly bank deposits
10. Calculate and pay monthly sales use tax (required for Liquor License)
11. Develop monthly reports for staff reflecting year to date program budgets
12. Monitor and maintain all grants in and outside of QuickBooks. Will need to assist in grant reporting (if and when required)
13. Will meet with the Treasurer each month to review reports and credit card statements
14. Track Paid Time Off time for staff members
15. Maintain personnel wages and tax reporting
16. Compile a biweekly report for the Executive Director of Restricted and Unrestricted Funds
17. Responsible for answering phones, taking and checking messages and welcoming community members into the office
18. Will need to check the office calendar daily to see staff and program schedules
19. Responsible for invoicing all renters (ongoing and one time)
20. Responsible for working with staff to keep office clean
21. Attend general SQACC events (will be notified ahead of time) and help with general event duties, check in and petty cash
22. Track RSVP's and payments for events and fundraisers
23. Attend weekly staff meetings
24. Communicate with volunteers and keep volunteer binder organized and up to date
25. Maintain staff HR files – emergency forms, w9, direct deposit forms, etc.
26. Handle and organize logistical information regarding donors (files, notes, database)
27. Other duties assigned by the Executive Director

Terms: Hourly based on a 40-hour work week

At this time SQACC does not offer health insurance benefits. Paid Time Off as well as Flex time is offered.

Interested applicants please email a cover letter, resume and all questions to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com) by Friday, August 2, 2019.