



Job Title: Finance Coordinator (Part-Time)

Position Overview:

The Hiddenite Arts & Heritage Center is seeking a detail-oriented and reliable Finance Coordinator to manage the organization's day-to-day financial operations one day per week. This key part-time role is ideal for someone with strong bookkeeping and organizational skills who is comfortable working independently.

The Finance Coordinator will handle accounts payable and receivable, payroll, account reconciliation, vendor and tax document management, and general purchasing. Proficiency in QuickBooks Online, Square, Microsoft Office (especially Excel), and Google Sheets is required.

Key Responsibilities:

- Pay bills and manage accounts payable and receivable
- Reconcile bank and credit card accounts monthly
- Process payroll and maintain accurate employee records
- Serve as the primary liaison to vendors and service providers
- Prepare and file tax documents, including W-2s and year-end reporting
- Ensure compliance with all financial reporting requirements
- Purchase and track office and program supplies
- Use QuickBooks Online for bookkeeping and financial reporting
- Manage Square point-of-sale system and reporting
- Maintain and create financial tracking spreadsheets in Microsoft Excel and Google Sheets
- Support budgeting and financial planning processes as needed

Qualifications:

- Proven experience in bookkeeping, accounting, or financial administration
- Proficient in QuickBooks Online, Square, Microsoft Office (Excel), and Google Sheets
- Strong attention to detail and a high degree of accuracy
- Ability to work independently with minimal supervision
- Excellent organizational and communication skills

Preferred Qualifications:

- Experience working with nonprofit organizations
- Knowledge of 501(c)(3) tax reporting and compliance
- Familiarity with year-end closing procedures

Schedule:

- Part-time, one day per week (can be split into two half days)
- minimal after-hours or weekends for special events