



Job Title: Bookkeeper (Full-time)

Salary: \$56,000

Classification: Salaried, non-exempt

Work Days: Monday – Friday, with occasional evenings & weekends

Expected Hours: 35 working hours with 5 lunch hours/week, arranged with your supervisor

Summary: Reporting directly to the Executive Director, the Bookkeeper plays a vital senior leadership role in supporting the We Care Arts mission by maintaining accurate financial records. This position is responsible for computing, classifying, and recording numerical data to ensure the completeness and integrity of all financial transactions. Key duties include managing accounts payable and receivable, payroll processing, and preparing financial reports. The Bookkeeper collaborates closely with the Executive Director and provides monthly financial reports to the Board Treasurer. They will work with staff, artist-clients and outside contractors to support financial processes, compliance, and audit preparation.

Key Annual Program-Related Tasks

- **Cash Flow Management:** Monitor and manage cash flow to ensure sufficient funds are available for day-to-day operations. Ensures the seamless preparation, documentation, and reconciliation of all Accounts Payables utilizing QuickBooks online
- **Bank Reconciliations:** Perform monthly bank and credit card reconciliations to verify the accuracy of financial records. Prepare, record, document, and reconcile all Accounts Receivables including but not limited to state waiver billings, county billings, and outside services
- **Grant Tracking and Reporting:** Track grant expenditures and prepare necessary financial documentation for grant compliance, including interim and final reports
- **End-of-Year Financial Closing:** Oversee the closing of the financial year, including adjusting journal entries and preparing year-end financial statements
- **Audit Process:** Proactively prepare for and coordinate with the Auditor annually to ensure a smooth audit and tax preparations
- **Budget Creation Process:** Take lead on annual budgetary preparations that includes forecasting and analysis, as well as working closely with Department Heads and the Executive Director starting in mid-July
- **Other Duties as Assigned:** such as working events or helping with volunteers

Key Staffing-Related Tasks

- **Senior Leadership:** Serves as a resource to/member of Senior Leadership, providing monthly budget updates and serving as the financial subject matter Expert (SME) to aid in decision-making
- **Commission Payments:** Work closely with the Art Curator to calculate, record, and reconcile all artist-client commission payments on a quarterly basis and generate and distribute 1099s annually
- **Staff Reimbursement:** Process employee expense reports and reimbursements promptly and accurately
- **Onboarding & Training Support:** Provide financial onboarding for new staff as needed including but not limited to training on reimbursement procedures, expense reporting, financial software usage, and related policies
- **Donor Perfect Coordination:** Collaborate with staff regarding Donor Perfect CRM administration to update and align QuickBooks weekly and conduct monthly data audits to ensure consistency between Donor Perfect and QuickBooks
- **Community Engagement Support:** Work closely with community engagement staff to provide preliminary and final reports for all fundraisers, as well as Grant budgets and other financial reporting needs
- **Program Support:** Be available to provide classroom support as needed

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Key Reporting-Related Tasks

- **Budget Variance Analysis:** Conduct monthly variance analysis to compare actual financial performance against the budget and provide insights to the Executive Director and Board
- **Financial Data Entry:** Ensure accurate and timely data entry of all financial transactions in QuickBooks, and coordinate with Donor Perfect for consistent financial reporting
- **Compliance and Tax Filing:** Ensure timely filing of all required state and federal tax forms, including sales tax, Ohio Dept of Commerce filings (e.g., Bedding, Stuffed Toy & Upholstery), and Bureau of Worker's Compensation Annual True-ups
- **Audit Preparation:** Compile necessary documents and assist with auditor inquiries during the audit process, as well as ensuring the auditor files any necessary extensions and form 990 annually.
- **Continuity Documentation:** Use Office 365 shared drives, QuickBooks, Donor Perfect, Clover, and Banking portals to maintain all records, following best practices for internal documentation and legal requirements
- **Record Maintenance:** Manage record retention in accordance with best practices and legal requirements, ensuring proper archiving or disposal of records as needed which includes working with staff and the Board Treasurer to maintain and update fixed assets.
- **Financial Reporting:** Prepare monthly financial reports for review by the Executive Director and Board Treasurer
- **Board Finance Committee:** Prepare financial documents for and attend all Board Finance Committee Meetings

Competencies:

- Proactive, self-motivated nature that seeks opportunities
- QuickBooks Certified Preferred
- Advanced proficiency in Microsoft Excel, Office 365 applications, and general computer systems to efficiently manage data, documents, and workflows.
- Organization, policy, and procedure focus
- Minimum 4-year degree with business concentration and/ or 5-year work experience in a relevant field

Benefits: Paid PTO, Paid Winter & Summer Breaks, EAP Mental Health, 403b Match Opportunity as defined by Employee Handbook

We Care Arts Employee Key Performance Indicators (KPIs) are aligned with our Strategic Plan which means that every employee has an annual Funding Strategic Goal, Staff Strategic Goal, Mission Impact Experience Strategic Goal, and Continuous Improvement & Efficiencies KPI.

Work Environment: We Care Arts is a diverse and inclusive community. It operates in a variety of environments that includes a professional office, classroom, retail, and virtual environments. Travel throughout the workday will regularly be required to attend community meetings. This role routinely uses standard office equipment such as laptop computers and various digital devices and cloud-based technology. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. While performing the duties of this job, the employee is regularly required to talk and hear. They must be able to work on a computer for extended parts of the day, as well as maneuver throughout the We Care Arts campus. This would require the ability to lift files, open filing cabinets, and bend to pick up objects weighing up to 25 pounds to move within the We Care Arts facilities.

About We Care Arts: We Care Arts is a 40+ year old non-profit that serves adults 18+ with developmental disabilities, substance use disorders, & mental health diagnoses. We believe that art & community are powerful tools for empowering healing. The artist-clients work with a wide variety of media. Our lesson outcomes are designed to meet the social, physical, and cognitive needs of our artists as they learn how to express their feelings & thoughts through art. As they create art and participate in mindfulness activities, they build supportive relationships with others, & their confidence soars as they work towards their life & art goals. All artist-clients come to us with a referral from a SSA, social worker, doctor, therapist, or religious leader. All ArtWORKS classes are free to the participants. We Care Arts also offers Transition to Work / Art Can Work programs and Outreach Classes which may be fee-based. We Care Arts is certified by DODD, OHMAS, and CARF for safety and quality assurance. For more information visit www.WeCareArts.org 3035 Wilmington Pike, Kettering, OH, 45429 (937)252-3937

To apply:

Send a letter, your resume and 3 professional contacts to info@WeCareArts.org With the subject line: **WCA Bookkeeper**