

	Bainbridge Artisan Resource Network Job Description	<u>SECTION</u> 806	<u>PAGE</u> 1
		<u>DATE</u> 12/16/17	
<u>TITLE</u> Bookkeeper		<u>APPROVED</u> <i>Exec. Dir & Treasurer</i>	

Job Summary:	The Financial Bookkeeper serves as the staff member responsible for financial management including correspondence, paying bills, reconciling accounts, and recording BARN's finances.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Supports Executive Director and the Treasurer. • Tracks BARN expenses and income. Deposit and records all BARN income. • Pays all bills and invoices. • Reconciles all BARN bank statements. • Reconciles Studio expenses and income. • Completes monthly financial reports. • Receives and files teacher W-9 forms. • Manages 1099 forms. • Reports directly to the Executive Director.
Qualifications, Skills, & Requirements:	<ul style="list-style-type: none"> • Previous experience as bookkeeper or accountant is preferred. Being able to demonstrate working knowledge of a bookkeeper roles and responsibilities is acceptable. • Ability to work independently. Detail oriented. • Good written and verbal communication skills are necessary. • Ability to work effectively in collaboration with diverse groups of people is a plus. • Knowledge of basic technical skills is required (e.g. emails, MS Word, MS Excel) is necessary. Competent in QuickBooks is a plus. • Passion, integrity, positive attitude, mission-driven, and self-direction are needed. Committed to BARN's Mission. <p style="text-align: center;"><i>NOTE: This job description may be amended by BARN's ED or Board.</i></p>

Please submit cover letter and resume as pdf or Word doc by email to mnichols@bainbridgebarn.org