

Job Title: Part-Time Bookkeeper

Organization: Prescott Park Arts Festival

Location: On-Site

Hours: Part-Time (10-20 hours per week on average)

About Us:

Prescott Park Arts Festival is dedicated to promoting arts and culture within our community through a wide variety of events, programs, and educational initiatives. We are seeking a part-time Bookkeeper to handle both financial operations and assist with other basic administrative management. This is a critical role that ensures smooth financial management, compliance with non-profit regulations, and efficient payroll and administrative processes.

Position Overview:

The Part-Time Bookkeeper will manage day-to-day financial tasks, assist with payroll, as well as assist with tax documentation and human resources functions as it relates to payroll and record management. This role is vital in maintaining the financial health of the organization and ensuring compliance with payroll processes. The ideal candidate has strong experience with QuickBooks Online, Paychex or other online payroll companies, non-profit accounting, and assisting with HR documentation.

Key Responsibilities:

Bookkeeping & Financial Management:

- Maintain and manage accurate financial records using QuickBooks Online.
- Handle accounts payable and receivable, ensuring timely payments and collections.
- Reconcile bank and credit card accounts on a monthly basis.
- Prepare monthly, quarterly, and annual financial reports for management.
- Assist with non-profit audit preparation, ensuring compliance with IRS regulations, GAAS, and funder requirements.
- Support the Executive Director in monitoring cash flow and budgeting.
- Ensure financial compliance with state and federal regulations, including maintaining proper records for 990 filing.
- Help track restricted and unrestricted funds, including grants, donations, and sponsorships.

Payroll & Tax Functions:

- Process bi-weekly, ensuring timely and accurate compensation, tax withholdings, and benefits administration.
- Prepare and file necessary payroll tax documents (e.g., W-2, 1099) and disseminate them to employees and contractors.
- Ensure compliance with local, state, and federal payroll regulations.
- Maintain payroll records and address employee inquiries related to payroll and deductions.
- Serve as the point of contact for employee payroll and 403(b) withholdings.

Qualifications:

- Proven experience as a bookkeeper, preferably in a non-profit environment.

- Proficiency in QuickBooks Online is required.
- Familiarity with non-profit accounting principles, including restricted and unrestricted funds.
- Solid understanding of payroll processing and HR functions, including tax documentation and compliance.
- Strong knowledge of financial and payroll regulations, particularly in a non-profit context.
- Detail-oriented with excellent organizational and time-management skills.
- Ability to manage sensitive employee and donor information and maintain strict confidentiality.
- Strong communication skills, both verbal and written.
- Ability to work independently, prioritize tasks, and meet deadlines, as well as an openness to collaboration and problem solving.

Preferred Qualifications:

- Experience with non-profit tax reporting (Form 990).
- Familiarity with standard HR practices, particularly in relation to non-profit organizations is preferred.
- Sense of humor and ability to work in a fast-paced environment, as needed
- A love for the arts in general and performing arts specifically!

Compensation:

Compensation will be hourly and commensurate with experience (Range: \$22-\$25 per hour). This part-time role offers flexible scheduling. Additionally, hours vary depending on the time of year. Out of season (October through March) estimate 10-15 hours per week and when the Festival is preparing for or in season (April through September) the work could scale up to 20-25 hours, depending on comfort level with the work.

How to Apply:

Please submit your resume, cover letter, and references to hello@prescottpark.org with the subject line “**Part-Time Bookkeeper Application – [Your Name].**”

Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.