

JOB DESCRIPTION

The Virginia Arts Festival (VAF) is seeking a full-time Bookkeeper who reports directly to the Finance Director. Primary responsibilities include payroll, accounts payable, accounts receivable and general ledger. The ideal candidate is a highly organized individual with a positive attitude, who has the willingness to learn and be a team player.

PRINCIPAL RESPONSIBILITIES

Accounts Payable (AP) & Accounts Receivable (AR):

- Process donations, cash receipts and associated fees
- Enter and review AR deposits each day
- Daily input of box office ticket sales from Tessitura to Business Works
- Enter AP invoices and prepare checks weekly including accurate account coding & event codes
- Review AP aging weekly with Finance Director and provide recommendation of invoices to be paid
- Maintain on-going AP cash projection
- Review check requests and communicate with staff concerning any changes
- Follow up older, uncashed checks with vendors

Month End Entries:

- Allocate prepays and other entries as needed
- Prepare and input standard month end journal entries
- Assist with balance sheet account reconciliations
- Track and record credit card purchases

Other:

- Prepare annual 1099 forms
- Assist with annual audit schedules and preparation
- Assist Finance Director with special projects and other duties as required

DESIRED QUALIFICATIONS

- Strong Accounting background or equivalent bookkeeping experience required
- Proficiency in the Microsoft Office suite with emphasis in Excel required
- Three to five years of working with SAGE accounting software, and Tessitura software a

plus

- Attention to detail, accuracy in recordkeeping and timely input of data
- Outstanding organizational and analytical skills with the ability to initiate and complete multiple projects and assignments simultaneously with minimal guidance and on time
- Ability to work as part of a team and independently
- Commitment to maintaining confidentiality of data

Salary range: \$45,000 to \$55,000