

BOOKKEEPER JOB DESCRIPTION

The Virginia Arts Festival is seeking a full-time Bookkeeper who is able to work both independently and with a team. Primary responsibilities include accounts payable, accounts receivable, general ledger entries and reconciliations, and office file maintenance. The ideal candidate is a highly organized individual with a positive attitude who is excited to support our mission. The position reports directly to the CFO.

PRINCIPAL RESPONSIBILITIES

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

- Enter and review AR invoices and deposits
- Review check requests, communicate with staff concerning any changes, enter AP invoices and process payments and positive pay files at least once a week
- Void payments as needed and follow up on stale checks with vendors
- Maintain and update customer and vendor files

Monthly Activities:

- Allocate prepaids and other entries as needed and process credit card reports
- Prepare and input journal entries and bank transactions
- Prepare balance sheet account reconciliations and follow up with any outstanding reports
- Prepare employee benefit vendor payment requests and reconcile accounts
- Close AR and AP modules

Other:

- Maintain position SOPs
- Prepare annual 1099 forms and maintain W-9 and W-8BEN files
- Assist with annual audit schedules, research, and support preparation
- Maintain office files, chart of accounts, and department codes
- Assist CFO 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 accounting software and CRM software preferred
- 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