



Shake Rag Alley Center for the Arts is a nonprofit school of arts and crafts founded in 2004 by local artists and community members. A wellspring of creativity in arts and crafts, our 2.5-acre campus in the historic heart of Mineral Point, Wisconsin, is a national destination for participants of adult workshops, a robust summer youth program, and a host of annual special community events. In addition, Shake Rag Alley offers on-site lodging and custom facility rentals for meetings, events, and celebrations. For more information, see [www.ShakeRagAlley.com](http://www.ShakeRagAlley.com). **To apply for this position**, please complete the employment application [here](#). Position will remain open until filled.

**Position Title:** Bookkeeper & Registrar

**Status:** Part-time hourly

**Schedule:** 20 hours/week beginning March 2019

### **Position Summary**

Reporting to the Executive Director, the Bookkeeper & Registrar performs bookkeeping, data management, workshop registration, and financial reporting functions that contribute to the ability of Shake Rag Alley Center for the Arts to successfully achieve its mission. Provides excellent and timely customer service to colleagues, Board members, volunteers, donors, students, instructors, vendors, and the public.

### **Primary Responsibilities**

#### **Bookkeeping**

- Manages day-to-day bookkeeping, including payment of monthly bills, recording of daily income from all sources, processing of donations, and preparation of monthly financial summaries.
- Manages payments and accounts and prepares checks and recurring charges for all payments in a timely fashion.
- Processes all room rental income as sales receipts. Tracks and pays room and sales tax.
- Makes deposits of cash and check income in a timely fashion.
- Reconciles the checking account, credit card deposits, and petty cash.
- Generates monthly balance sheets and comparisons of income/expense to the budget and provides reports to the Executive Director and Board President and Treasurer.

#### **Data Management and Registrar**

- Manages the Shake Rag Alley database to track and update donations, mailing lists, instructors, classes, and workshop registrations.
- Processes donations of cash gifts, grants, items, and volunteer time, and prepares appropriate letters of thanks and receipts.
- Adds workshop registration information from the website to the database and monitors the accuracy of website registration entries and class cancellations. Sends class confirmations the week prior to the course and responds to student queries regarding full classes, workshop charges, refunds, etc. Cancels registrations and processes refunds as needed.



- Backs up the company file and database weekly, along with any other files needed to maintain needed data.
- Prepares data reports or mailing lists as requested.

### **Financial Reporting**

- Partners with the Executive Director to draft the annual budget for review by the Finance Committee and updates approved budget bookkeeping software.
- Creates reports and budgets promptly as needed for grant writing, grant reporting, and other miscellaneous needs.
- Reconciles Shake Rag records against loans and mortgages annually.
- Maintains paper files of all income/expense transactions, donations, and registrations and miscellaneous business items including taxes, nonprofit status paperwork, sales tax exemption paperwork, etc. Manages document retention according to best practices.
- Works with contracted accountants yearly to provide information for income taxes and required state reporting.
- Pays and processes yearly state reporting requirements., i.e., lodging licenses, annual report, and annual nonprofit registration.
- Prepares targeted financial reports as requested by the Executive Director or Board.

### **Office Management Support**

Contributes to the management of workshop, lodging, event, and office operations to include:

- answering the phone, greeting visitors, inventorying supplies, and fielding staff and volunteer requests and questions.
- booking and processing workshop registrations and lodging reservations, processing refunds and ensuring overall guest satisfaction;
- prepares student check-in paperwork and nametags and instructor class lists prior to the start of workshops.

Other duties as assigned.

### **Preferred Qualifications**

- Bachelor's degree and two years' relevant experience, preferably in a nonprofit setting.
- Working knowledge of FileMaker Pro 12 and QuickBooks, or equivalents, and database management and bookkeeping practices.
- Computer and Internet proficiency to include Microsoft Office Suite and Google Drive.
- Enthusiasm for working in a collaborative environment, excellent communication skills, and the ability to work with a diverse group of individuals using telephone, mail, or email.
- Strong organizational and problem-solving skills, flexibility, and patience.
- Superior attention to detail and accuracy and ability to respect the confidentiality of organizational, customer, and donation information
- Appreciation for Shake Rag Alley's mission and ability to demonstrate flexibility, friendliness, and patience in all situations.



*Shake Rag Alley Center for the Arts is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability status, genetic information, protected veteran or uniformed service member status or any other characteristic protected by law.*

**Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.