



Job Opening: Nonprofit Accountant/Bookkeeper

Reports to: CEO

Location: Council Bluffs, Iowa

Application Deadline: November 16, 2018

Compensation & Benefits: Salary negotiable based on experience and job scope. Salary for core accounting/bookkeeping functions will be determined using a baseline of \$16-\$22/hour.

Pottawattamie Arts, Culture & Entertainment seeks a versatile, results-oriented professional to join our team. We are hiring an Accountant/Bookkeeper to execute all of the organization's bookkeeping and accounting functions. Position targeted at 20-24 hours per week, with potential for an expanded scope (see below).

Candidates interested in a full-time position who demonstrate significant expertise/experience in any of the following areas may be considered for an expanded role with a salary to be negotiated: grants and contract management, HR functions, organizational data/database management, experience with CRM tools or workflow management software, or management of outsourced services.

We provide a dynamic, fast-paced work environment, a fun team to work with, and a positive workplace for supporting your career development.

Specific accounting/bookkeeping responsibilities:

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance to GAAP.
- Prepare Journal Entries for prepaid expense, deferred revenue and payroll cash accounts
- Process and pay all invoices in a timely manner.
- Receive and deposit all organizational revenue.
- Execute payroll activities.
- Perform annual 1099 reporting process for vendors.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Manage time tracking process for employees with hours billable to grants, and extract data to make appropriate payroll entries for financial and grant reporting.
- Execute month-end closing procedures and postings and quarterly reviews for multiple entities.
- Coordinate with outside CPA and Auditors in preparation of year-end audit and IRS 990.
- Support CEO in development and analysis of annual organization budget.

- Support CEO and CCO in developing grant proposal budgets and grant reporting.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Be key interface with banks and responsible for cash management (e.g. anticipating cash needs and transferring funds to ensure sufficient cash available at all times).
- Assist Board Treasurer in providing monthly report to the Board during monthly meetings.
- Perform non-routine tasks requiring strong judgment and initiative.

Qualifications:

- Accounting degree or equivalent work experience.
- 2-4 years work experience in a bookkeeping/accounting function.
- Experience working in nonprofit multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders.
- Historic tax credit accounting experience is a plus.
- Strong Quickbooks skills, including all normal accounting transactions, GL management, budgeting, and reporting.
- Strong Excel skills with the ability to create and manage robust spreadsheets.
- Database management skills a plus.
- Experience going through and preparing for a financial audit.
- Ability to work independently and in a team environment.
- Attention to detail, strong communication, and problem solving are all critical skills for success in this role.
- Commitment to the principles of sustainability and sustainable economic development.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

Application Process:

Please send the following items as electronic attachments (.pdf or .doc) to an email to PACE CEO Danna Kehm at danna@paceartsiowa.org.

- Cover letter describing your fit for the position, including experience that aligns with the qualifications in the job description. Please also include your current or most recent compensation information and current contact information (email and phone). The cover letter should focus on the fit for the accounting/bookkeeping role. If you are interested in an expanded scope/hours, please also include information about your fit for the other areas in which you have significant experience: grants and contract management, HR functions, organizational data/database management, experience with CRM tools or workflow management software, or management of outsourced services
- Resume
- List of 2-3 references. We will not contact them unless you are a finalist for the position.

Applications received by November 23, 2018, 5 pm, will receive equal consideration. Applications received after that may be considered at the discretion PACE. The position will remain open until filled.