



Hubbard Hall Center for the Arts and Education Seeks a **Part-Time Bookkeeper**. 95% of duties can be done remotely (with the possibility of shifting to 100% remote). Approximately 15 - 20 hours per week @ \$20 per hour. To apply please submit resume and cover letter to David Snider at [david@hubbardhall.org](mailto:david@hubbardhall.org) by **October 8**. Position to begin ideally November 1<sup>st</sup>, no later than November 29. See below for requirements. Hubbard Hall is an equal opportunity employer and values diversity, equity, and inclusion in all of its hiring practices.

### **Hubbard Hall Bookkeeper**

The Bookkeeper manages Hubbard Hall's financial transactions and systems in collaboration with the Executive Director (ED) and Board Treasurer (BT), helping to ensure the organization's responsible use of funds and compliance with all financial regulations and GAAP standards. This position can function remotely for almost all duties, with the potential for a weekly trip to the Hubbard Hall campus to drop off checks and other documents as needed. Duties include but are not limited to:

- Records all financial transactions by Hubbard Hall Projects (HHP) to ensure the Profit and Loss (P&L) and Balance Sheet (B/S) are maintained on a timely basis according to GAAP standards;
- Reconciles all bank accounts and monitors checking and savings account bank balances;
- Manages all payables and receivables in conjunction with the ED;
- Prepares payroll-related tax deposits and reports and insurance audits
- Prepares periodic financial reports as requested by the ED and the Board of Directors;
- Tracks and maintains restricted fund accounts;
- Assists outside CPA to prepare annual tax and audit work;
- Processes instructor and artist payroll as scheduled;
- Sends QuickBooks company file monthly to BT for her/his report to the Board;
- Updates ED QuickBooks files as needed;
- Backs up financial records and takes offsite via jump drive daily;
- Prepares end of year contribution statements for sustaining donors;
- Manages employment documents including W4's, I-9's, PFL's and prepares/files with government agencies and distributes W2's and 1099's at the end of each calendar year;
- Runs background checks on potential employees and contractors.