



Position Description: Bookkeeper—(Part Time)—at ArtStream, Inc.

Reports to: Executive Artistic Director, and works closely with ArtStream’s staff and its outside accounting firm.

Budget Size: \$600,000

Hours: 20-25 hours per week, hybrid position

Pay: \$26-\$30 per hour; pay is commensurate with experience.

Mission

Through collaborative performance and lifelong learning opportunities, people with intellectual and developmental disabilities gain the skills and confidence to engage with the world.

Philosophy

We believe that when people make their own choices and are engaged, stimulated, challenged, and inspired, they surpass both their own and others' expectations.

Vision

To build an inclusive world where everyone can perform their art out.

Overview of Responsibilities and Duties:

ArtStream, Inc. (www.art-stream.org) is accepting resumes from qualified candidates for the position of Bookkeeper (part-time) for an organization that offers inclusive performance opportunities to neurodiverse* individuals in partnership with neurotypical peer mentors. At ArtStream, participants are motivated by experiences that inspire personal expressions of creativity and imagination that promote flexibility, self-confidence, self-efficacy, and independence.

Performance-based classes, workshops, Theatre Companies, and Cabarets are among the programs that have powered ArtStream for almost 20 years, with the ambitious goal of fueling our ArtStreamers’ capabilities and talents and supporting their inclusion and integration into the broader communities of which they are part.

Job Responsibilities:

- Prepare, Review, and record student and program partner payable invoices into accounting software (QB online)
- Track payments of student and program partner invoices and contact such for collection of past due invoices.
- Assist in the allocation and receipt tracking of employee’s credit card expenses (Divvy/BILL)
- Process invoices and track payments through BILL, review for completion, and track all payments to teaching artists
- Track donors and input pledges into accounting software (QuickBooks Online)



- Deposit and record payments received
- Track all income generated from various software platforms and in person performances
- Process payroll bi-weekly, including HR onboarding and off-boarding
- Work with accounting firm in preparing for annual audit and IRS Form 990
- Maintain organized filing system

The Ideal Candidate Should Have:

- Minimum of 5 years' experience as a bookkeeper, preferably in a non-profit organization
- Knowledge of QuickBooks online and basic accounting procedures
- Knowledge of DIVVY and BILL a plus
- Attention to detail
- Highly organized
- Associates degree or higher preferred
- Strong verbal communication skills and demonstrated ability to write clearly and effectively
- Ability to work independently, as well as with others in a wide variety of circumstances and with a diverse group of individuals
- Must be able to successfully pass a criminal background check (following a conditional offer of employment)
- Possess compassion and the ability to work effectively with people of all abilities, as well as their families

ArtStream is an Equal Employment Opportunity employer

Reasonable Accommodations

If you require reasonable accommodations during any part of the hiring process, please email us at jobs@art-stream.org

Qualified candidates should send resume with work history and cover letter in confidence to: jobs@art-stream.org

Compensation

—25-30 hours at \$26-\$30 per hour; pay is commensurate with experience

*Neurodiverse includes individuals with intellectual and developmental disabilities, including autism.