

Henry

Bookkeeper

Posted February 21, 2017

Open until filled

Henry Art Gallery is a museum of contemporary art and ideas where risk-taking and openness to uncertain outcome are valued for their ability to foster inquiry, dialogue, and debate. We are known for being first in the field to champion artists who go on to global acclaim and for premiering and sponsoring new works by artists of note.

The bookkeeper is responsible for accounts payable, accounts receivable, cash receipts, some banking, and payroll. The position reports to the Director of Finance and Administration.

Specific duties include:

Accounts Payable

- Confirm that all expenditures have been authorized by the appropriate budget manager, with expense and project codes specified and all supporting documentation is complete. Ensure that all transactions processed are in compliance with business expense policy and travel policy
- Review vendor invoices for accuracy
- Scan invoices to electronic system (PaperSave) and route to budget managers for approval
- Manage credit card transactions, ensuring documentation is complete and payments are made on time
- Maintain detailed records of premiums for medical, dental, vision, life insurance, and supplemental policies. Make adjustments to premium invoices for changes in employee coverage as needed
- Enter all vendor invoices into the accounting system AP module
- Print AP checks as specified by the Director and distribute to Executive Assistant for signatures and mailing
- Obtain W9s from vendors as needed
- Maintain and reconcile petty cash
- Submit positive pay file to bank
- Ensure sales taxes are paid on taxable transactions or use tax accrued

Taxes

- Process annual 1099s

Accounts Receivable

- Generate customer invoices and maintain AR electronic files
- Prepare journal entries for accounts receivable

Cash Receipts

- Process miscellaneous deposits made by credit card
- Prepare journal entries for miscellaneous deposits, including payments of accounts receivable
- Process monthly President's Office Art Insurance payment
- Prepare journal entries for front desk transactions into the accounting system GL

Banking

- Prepare bank reconciliation
- Investigate unusual bank and credit card transactions as needed

Payroll

- Enter bi-weekly payroll information into payroll system
- Enter employee data changes into the payroll system
- Maintain each employee's various jobs and pay rates
- Maintain each employee's payroll deduction amounts
- Maintain employees exempt/nonexempt from overtime pay rules
- Maintain timesheet files
- Maintain date-sensitive information (benefit eligibility, 403b Contribution, payroll deductions)
- Track Employee vacation accrual and notify if exceeding benefit maximum
- Track and transmit TIAA CREF contributions from both employee and employer each pay period
- Reconcile ADP payroll reports to the GL quarterly

Employee benefits

- Enroll employees with retirement, medical, dental, and vision coverage at the direction of the HR Manager
- Terminate employees from benefit coverage at the direction of the HR Manager

Other duties as assigned.

Requirements:

Significant, demonstrated experience (e.g., at least five years) and relevant training and/or education in the duties as described above. Accounting degree or Certification in Bookkeeping preferred. Experience using Financial Edge a plus.

This position is part-time, 15 - 19 hours per week. Pay is competitive. This position is not eligible for benefits.

To apply, please send a cover letter (including salary expectations) and resume to jobs@henryart.org. No phone calls, please.

The Henry is an Equal Employment Opportunity employer. We are committed to providing a positive working environment for employees, students, volunteers, and artists.