



VOLCANO ART CENTER – Accounting Manager

Description

The Volcano Art Center is a 501(c)3 nonprofit whose mission is to develop, promote and perpetuate the artistic, cultural and environmental heritage of Hawai'i's people through the arts and education.

The Accounting Manager oversees the financial aspects of all operations including the retail gallery, payroll, grant programs, classes, workshops and events, using Quickbooks with class tracking of funds and a retail sales POS system.

This position can be as a regular full-time employee with benefits or as a contracted services provider with flexible hours.

Duties

- Daily tasks include the monitoring of email and sorting/recording of incoming deposits.
- Weekly tasks include
 - bill paying
 - maintaining vendor files and all financial paperwork
 - preparing bank deposits
 - managing petty cash as needed for special functions
 - review and input of payroll (bi-weekly)
- Monthly tasks include
 - payment of consignment vendors
 - reconciliation of bank accounts
 - reconciliation of credit card income
 - assignment of credit card expenses
 - filing of state excise tax
 - monitoring of all budgeted versus actual expenses
 - preparation of detailed reports / meeting with the financial committee
 - preparation of summary reports / presenting to the board
- Annual tasks include
 - preparing annual budget; set up budget-tracking software
 - closing of books; audit preparation
 - representing VAC financials to external auditors
 - reviewing/responding to audit reports
 - reviewing federal 990 from auditors; filing with state
 - archiving previous-year financial documents
 - filing 1099s
- As needed
 - provide financial data for grant applications & grant progress reports
- In general:
 - support financial decisions by establishing, monitoring, and carrying out policies and procedures
 - establish, monitor, and enforce internal controls

- analyze variances and initiate corrective actions

Qualifications, requirements and skills

- Interest in supporting the Volcano Art Center vision and mission.
- BA or equivalent experience in business administration or accounting
- Minimum five years accounting experience in both retail sales and nonprofit management
- Familiar with GAAP, accrual-based accounting and implementation of internal controls
- Proficient with QuickBooks, Excel, Word, Outlook and Point-of-Sales software
- Effective problem solving and analytical skills. Ability to identify trends and relationships within accounting data
- Resourceful, high level of initiative and strong work ethic
- Work with minimum supervision
- Willingness and ability to work collaboratively with all team members and assist others at all levels of the organization
- Good verbal and written communication skills, excellent interpersonal skills with the ability to maintain harmonious working relationships
- Maintain strict confidentiality

Physical Requirements

- While performing the duties of this job, the employee must be able to maneuver on uneven ground, sit for long periods of time, occasionally lift and carry up to 25 pounds, and be able perform daily repetitive hand motions as pertains to computer mouse and keyboard.

Compensation

- The pay for this position is commensurate with experience.

VAC is an equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or gender expression.