

South Arts

ACCOUNTING TEMP

Position Title: Accounting Temp

Pay: \$30.00/hour

Time Commitment: 20-25 hours a week

Weekly Schedule:

Wed & Thurs. 9:00am – 4:00pm, Mon, Tue & Fri – 3 hours per day remote

Projected Start: Immediately

Projected Duration: 6 Months

Reports to: Accounting & Operations Manager

About South Arts: South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses and individuals.

Position Summary: This position will support daily activities associated with accounting and finance functions. Those duties include, but are not limited to, accounts payable and receivable management, expense tracking, collectibles, financial reporting, vendor and customer relationship management, membership database management, audits and document retention.

Skills Required:

- **QuickBooks Online** – At least 2 years' experience, setting up Lists, Classes, Chart of Accounts, Products and Services, Tags
- **Excel** – At least 2 years' experience using spreadsheets and creating formulas, generating weekly reports
- **Accounts payable:** Processing EFTs, check runs, entering vendor invoices
- **Expense tracking:** 2 years' experience entering credit card expenses into DIVVY, Bill.com, Stripe, employee expense reimbursements, journal entries for credit card fees
- **Accounts receivable:** create and send invoices and entries for credit card and check deposits
- **CRM:** enter data into Salesforce CRM system as directed; learn and understand system and help import additional data as needed
- **Document Retention:** file financial documents and assist in managing an organized filing system for financial documents
- **Work Ethic:** Detail orientated, Organized, Excellent verbal communication, Able to maintain eye contact, Critical thinker, Hard worker, Dedicated

Nice to Have: Budget entry experience.

TO BE CONSIDERED FOR THIS POSITION:

Please send your resume and availability to start, via email to hrrecruiting@southarts.org

South Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. South Arts is also committed to compliance with all fair employment practices regarding citizenship and immigration status.