PART-TIME

16-24 Hours

Reports to: Executive Director

Under the direction of the VVAC Executive Director, this position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll bi-weekly, financial record keeping and transactions including the General Ledger.

Desired individual will have advanced experience with QuickBooks Desktop working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the Executive Director and Board of Directors.

Duties and Responsibilities:

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation.
- Prepare Journal Entries for prepaid expense, deferred revenue and payroll accounts
- Process and pay all invoices in a timely manner.
- Record deposits of all organizational revenue.
- Execute payroll activities using Quickbooks payroll service.
- Perform annual 1099 reporting process for vendors.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Manage time tracking process for employees with hours billable to grants, utilizing online time tracking tool, and extract data to make appropriate payroll entries for financial and grant reporting.
- Coordinate with outside CPA and Auditors in preparation of year-end audit. Support the Treasurer in development and analysis of annual organization budget.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Perform non-routine tasks requiring strong judgement and initiative.

Qualifications:

- Advanced proficiency in QuickBooks Desktop a must
- Nonprofit experience a must
- Associate’s degree or equivalent with 3-5 years related experience or combination of education and experience.
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills
- Strong organizational, problem-solving and analytical skills: ability to manage priorities and workflow
- Ability to deal effectively with a diversity of individual at all organizational levels.
- Familiarity with accounting for construction projects.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure VVAC’s success. For consideration, please complete the VVAC Application for Employment found at: https://www.verdevalleyarchaeology.org/governance

The Verde Valley Archaeology Center is an Equal Opportunity Employer