

Monday, November 11, 2019

Bookkeeper

Company: LaneCoArts

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Looking for bookkeeper for small arts nonprofit organization.

Required duties include:

- Bookkeeping with Quickbooks: journal entries, bank reconciliation
- Organizational budget: creating and upkeep estimated/actual budget for fiscal year
 - Budgets for Grants/Applications
 - Attend Monthly Finance Committee Meetings
 - End of Year Tax Filing: 1099s, 990N Postcard, Char 500
 - A working knowledge of accounting principles

LaneCoArts

<https://www.lanecoarts.org/>

For more information:

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