

Staff Accountant (Part Time)

In the belief that the visual arts are indispensable to a healthy community, it is the mission of the Minnetonka Center for the Arts to provide teaching excellence, quality exhibitions and cultural enrichment for people of all ages, interests and abilities.

Minnetonka Center for the Arts is a non-profit organization incorporated in 1952 to enrich the quality of life in the community by making visual arts a part of everyday life. Studio classes, workshops and lectures are scheduled year round for adults, teens and children of all levels of experience and skill.

The Minnetonka Center for the Arts' modern 31,000-square-foot structure was designed around two concepts, art and community, by James Dayton Design, Ltd. of Minneapolis. It is a place for studying and creating art, viewing exhibitions and contributing to an artistic discourse. It also facilitates social interaction and community involvement. Working artists as instructors make the Art Center an exciting, nurturing home for the creation and appreciation of the visual arts in the metro area and beyond. Year around classes and workshops for adults, kids and teens include: Ceramics, Sculpture, Drawing, Painting, Fiber, Glass, Jewelry, Sculpture and Photography.

Job: Part Time

Hours: 24 hours per week, flexible schedule

Salary: DOQ

Closing Date: Open until filled

The Staff Accountant manages all aspects of the internal accounting of the Art Center. Including:

- Manage Accounts Payable. Process invoices and check requests weekly and on time. Prepare vendor 1099's at calendar year-end.
- Post Raiser's Edge transactions to the General Ledger daily and reconcile differences.
- Manage Accounts Receivable. Generate invoices using Quickbooks and make sure receivables are not outstanding longer than 60 days.
- Prepare bank deposits and drop them off at the bank. Reconcile bank statements monthly for ED approval.
- Prepare and enter journal entries.
- Process payroll biweekly on time and accurately using ADP services.
- Prepare account reconciliations monthly.
- Prepare all financial statements at month-end. Review variances to budget and prior year and explain major variances. Prepare financial reports for board meetings, providing analysis of key highlights.

- Prepare monthly forecasts and review with ED.
- Manage the annual budget process.
- Coordinate the annual audit and 990 with outside auditors. Prepare all required schedules on time.
- Ensure adherence to all adopted policies. Review and recommend revisions to policies as appropriate.
- Analyze financial data to provide support to ED and other Art Center staff.

Experience:

- Bachelor's degree in Accounting, CPA preferred.
- 3-5 years general accounting experience.
- Excellent organizational skills.
- Detail oriented.
- Strong computer skills including Excel, Financial Edge preferred.
- Ability to work independently.
- Strong analytical skills.

Perfect position for an accountant looking for a flexible schedule and a wide variety of duties. Great environment with benefits. Work will be performed in an office. Slight physical activity requiring the lifting of objects weighing 20 pounds or more.

Send cover letter and resume to:

Roxanne L. Heaton

Executive Director

Minnetonka Center for the Arts

2240 North Shore Drive

Wayzata, MN 55391

or rheaton@minnetonkaarts.org