



Connecting cultures and creating community through music, arts education and experiences to cultivate curiosity, preserve cultures and promote global understanding.

theLEAF.org | 828. 68-MUSIC

Position: *Bookkeeper/Office Manager* Organization: *LEAF Global Arts*

Preferred Application Deadline: Applications open until Position Filled.

Position Start Date: *Immediately*

Job Scope: *Starting at 24 hours guaranteed with Opportunity for growth.*

This job is in person for 2 days a week (ideal Tues/Th), and a 3rd day flexible in person/virtual.

How to Apply: Directions are at end of Posting

Overview: LEAF Global Arts, in downtown AVL on the historic Block, is seeking a Bookkeeper|Office Manager. The Bookkeeper role manages daily financial operations with bill maintenance, recording, reconciling and auditing accounting data. Bookkeeping and financial accounting experience required with proficiency with QuickBooks and MS Excel. This position supports and works directly with Chief Financial Officer [CFO]. Office Manager creates a positive, engaging, effective, KIND tone for LEAF Customer Service.

HONORING OF LEAF CORE VALUES IN DAILY WORK:

We are driven by our mission • We advocate for equity • We act with openness & integrity • We support each other as agents of positivity & care. “We Got This” • We collaborate with purpose • We celebrate with gratitude.

MAIN RESPONSIBILITIES IN MORE DETAILS: ***Job responsibilities include but are not limited to the below.*

1. BOOKKEEPER

- a. BUDGET: You are responsible for making sure that everyone has the details and connections they need to the budget. You support the oversight of the entire budget. Tracking Team Budgets, managing Budget and making sure all team leaders are on track with budget
- b. BOOKKEEPING + FINANCIAL OPERATIONS
 - i. Managing accounts payable and receivables
 - ii. Recording and writing of all checks and invoices
 - iii. Credit Card maintenance
 - iv. Fabulous and efficient Filing
 - v. Grant reporting and Audit Support as needed
 - vi. Financial Reporting quarterly to team
 - vii. Sales Tax & Expense Reimbursement Tracking
 - viii. Keeping Quickbooks and Database information updated on both platforms.
 - ix. Supporting Development as donations received with updating in database & Letters.
 - x. Engage with the Board on the Finance Committee as needed.
- c. OPERATIONS + EVENT SUPPORT
 - i. Organization memberships and reporting. Ex: ASCAP, BMI, APAP, SESAC, Chambers.
 - ii. Financial support for events with pre-ready finance bags, petty cash, cash collection method, recording, and processes. Supporting finances at special events.

2. OFFICE MANAGER:

- a. Answering the phones and supporting customer service.

- b. Helping keep the office orderly, the kitchen clean, and an atmosphere of Zen.
- c. Supporting facility rentals and other office projects, as needed.
- d. Support with facilitation of field trips, classes, events, rentals, and projects as needed.
- e. Fill in for Welcome Desk if needed.
- f. Placemaking: Make sure the place feels great and welcoming! Monitor all spaces making sure clean, organized, ready for use, windows and signage up-to-date and all engagement stations working.
- g. Customer service including but not limited to phone inquiries.
- h. Support with facility set up and takedown for classes and special events as needed; open and close facility in accordance with procedures.
- i. Monitor inventory of office, cleaning and facility supplies.

This role cannot be fully captured in descriptions; therefore, keep your spirit open for when there are spaces and opportunities to SHINE that expands your role and deepens the impact of the mission.

SKILLS & EXPERIENCE PREFERRED:

At LEAF, we recognize that often inherent skills can not be captured on paper; however, in order to assess the best possible match for both LEAF and the applicants these are skills that are preferred:

- Minimum of 3 years with success in bookkeeping.
 - Experience of working with an arts or community organization.
 - Strong skills in all Google Suite and applications esp. Google sheets and documents
 - Basic technology and knowledge with navigating tech challenges
 - Experience with and knowledge of community-based non-profit structure and equity
 - Ability to work as part of the LEAF team, highly effective and efficient with a positive spirit
- *If you do not meet some of the above, let us know other qualities you bring to bridge the gap.*

COMPENSATION:

- Pay is Commensurate with experience. Position will start with a guarantee of 24 hours per week with opportunity for growth to full time employee.

HOW TO APPLY:

Email: Jennifer@theLEAF.org cc: Leigh@theLEAF.org

Subject Line: "LEAF Global Arts Applicant". Include these 3 items:

1. Resume
2. Cover letter w/ 3 references
3. Link to a 3-minute video addressing the following:
 1. Why do you feel you would be a great Bookkeeper/Office Manager at LEAF?
 2. Why are global arts education and experiences important?
 3. What is an example of something impactful, creatively or organizationally, that you have created in a work environment?
 4. What is a life goal of yours that aligns with LEAF's mission?

Note: Send a YouTube or web link of your video. Video can easily be made on a smartphone, is informal, and ONLY shown to our Interview Committee. Each applicant's Video is assessed on the same standards. LEAF abides by NC Equal Opportunity Guidelines.

Thank you for your interest in joining the LEAF Global Arts leadership team.

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