

North Tahoe Arts

Bookkeeper and Office Manager Job Description

About North Tahoe Arts

North Tahoe Arts, a 501(c)(3) non-profit, enriches the Tahoe and Truckee communities by offering diverse, immersive visual arts experiences. For over 30 years NTA has served as a creative hub for artists, the local community and for visitors. Through two galleries, workshops, exhibits, kids programs, and events, NTA engages residents and visitors alike, providing opportunities for local artists and fostering cultural enrichment in this outdoor-oriented region. Our programs offer a vital source of income for local artists and art educators.

Position Summary

The Bookkeeper/Office Manager is responsible for maintaining accurate financial records, ensuring compliance with applicable regulations, and supporting the efficient day-to-day operations of North Tahoe Arts. This role reports to the Treasurer and works closely with the Finance Committee, board members and others as needed.

Bookkeeping Responsibilities

The Bookkeeper ensures accurate and timely financial management in accordance with Generally Accepted Accounting Principles (GAAP).

Daily Transactions, Accounts Payable, Accounts Receivable

- Accurately records all financial transactions in QuickBooks, including daily sales, artist commissions, payroll hours, donations via Mighty Cause, donations and payments via NEON and other journal entries.
- Prepares and records bank deposits; reconciles daily Square sales with bank activity.
- Manages accounts payable and ensures timely vendor payments.
- Invoices and tracks Artisan Shop fees, Guest Artist fees, and Exhibitor fees; follows up on outstanding balances.

Commissions and Payroll

- Calculates and processes monthly artist commissions.
- Processes biweekly payroll.

Account Reconciliation and Internal Controls

- Performs monthly bank reconciliations and develops detailed reconciliation reports for financial review and oversight.
- Maintains standardized forms, receipts, and a clear audit trail for all transactions.
- Ensures the physical and digital security of sensitive financial records and hardware from theft, damage, or tampering,

Financial Reporting

- Prepares monthly and year-to-date financial reports, including profit & loss and balance sheet statements. This includes categorizing revenue and expenses by program for performance analysis and to demonstrate to donors and the IRS exactly how funds were spent.
- Develops additional sales, AP & AR aging, cash summary reports plus other reports on request by board members.

Compliance

- Maintains a compliance checklist to ensure timely and accurate submission of monthly, quarterly and yearly local, state, and federal reporting requirements. This includes monthly payroll tax deposits, monthly and quarterly sales and use tax filings, and yearly Form 1099s, and W-2s.

Other Duties

- Assists with financial aspects of exhibits, Kids Art Camp, fundraising events and other programs, and as needed.
- Supports development of the annual budget.
- Serves as a member of the Finance Committee.

Office Management Responsibilities

The Office Manager supports the smooth and effective daily operations of the organization.

Office Systems and IT Oversight

- Maintains current knowledge, documentation and administration for all office and IT systems (Quickbooks, Square POS, Google Workspace for Nonprofits, Neon CRM, domain/hosting platforms (Namecheap) etc.).
- Ensures proper documentation and functionality of all equipment.

Communications

- Monitors and responds promptly to emails sent to info@northtahoearts.org
- Manages relationships with vendors and service providers (e.g., insurance, security, phone)
- Communicates effectively with staff, volunteers, artists, board members and others.
- With supervisor approval, supports NTA programs as requested.

Qualifications

- Associate's or bachelor's degree in accounting, finance, or a related field.
- Minimum of 4 years of progressive accrual accounting experience including preparing month-end/year-end closing activities, financial statements, payroll processing, tax filings and budgets.
- Proficiency with QuickBooks, Square POS and Google Workspace for Nonprofits.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to multitask, prioritize responsibilities, and meet deadlines.
- Strong attention to detail and problem-solving abilities.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently and as part of a team

COMPENSATION AND BENEFITS

Work Schedule

This is a maximum 15-hour per week position. Office space is available at the Kings Beach Art Center and requires weekly travel to Tahoe City. Per California law, employment with North Tahoe Arts will be "at will".

Compensation

Hourly rate is negotiable based on experience. Per California law, one hour of sick leave accrues for every 30 hours worked.

TO APPLY

Send resume to info@northtahoearts.org