



Job Description Finance and Administrative Coordinator

Summary

Works as part of a small team to facilitate the smooth functioning of a fast-paced non-profit performing arts organization. Maintains day-to-day financial operations; maintains accurate databases; facilitates payments to all personnel and vendors; provides regular financial reports; provides administrative support to the organization's core functions; is the primary contact person for rental of the theater; provides support to the Operations Manager, Artistic Director, and Board of Directors; and manages other duties as assigned.

Immediate Supervisor: Operations Manager

Duties and Responsibilities

Coordination of Finances

- Handle organization financial duties (donation receipts; payment reconciliations; deposits; bank bill payments; etc.)
- Enter transactions using Quickbooks software (receipts, disbursements, payroll, etc.)
- Reconcile payments from all sources (Square, Paypal, Artful.ly, cash, check) and record receipts/deposits in Quickbooks (student class payment, ticket purchase, rental payment, donation, etc.)
- Annually compile all information needed for 1099 forms and submit to BASIC payroll services.
- Ensure payment for contracted services and goods (instructors; printing; cleaning; technicians; etc.)
- Maintain forms for payments/reimbursements to employees and contracted personnel
- Ensure employment papers are completed, up-to-date and filed for all personnel (W-4; I-9; W-9; etc.)
- Manage the TIAA-Cref retirement and educational garnishment employee withholdings and payments
- Submit payroll information to BASIC payroll services twice per month
- Generate financial reports as requested for grant submissions

Administrative Duties

- Assist with management of the Wellspring Dance Academy including registration communication, instructor support, and information management
- Act as primary contact for renters and potential renters of the Wellspring theater including initial intake, generating rental estimates, scheduling staff for events, submitting work orders, and maintain communication with renters leading up to events
- Maintain databases including season patrons, donors, partners and other contacts
- Assist with mailings and other communication with season patrons, donors, volunteers, etc.
- Answer telephones, retrieve messages, and assist walk-in patrons
- Open all office mail and distribute as needed
- Order supplies for the office, facilities, and events
- Assist Operations Manager with other administrative office tasks as needed
- Responsible team member for ensuring a safe, clean, and inviting environment in Wellspring facilities by organizing filing system, organizing storage closets and set rooms, restocking supplies, etc.

Other Duties as Assigned

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Skills and Qualifications

A somewhat flexible schedule and commitment to working evening/weekend events is required. The ideal candidate will have experience or a degree in accounting, finance, human resources, nonprofit administration, or a related field. Applicants must have excellent verbal and written communication skills. Attention to detail is required. Candidates must be extremely organized, dependable, self-motivated, and able to handle multiple priorities in a fast-paced environment. Advanced skills in Microsoft Windows, Microsoft Office products, and accounting software are required. Experience with Quickbooks software and databases is desired. Experience with additional resources such as Artful.ly, Mail Chimp, Basecamp, and Gmail/Google Apps is desired. Applicants must be able to interact with Wellspring patrons in a manner that promotes customer satisfaction and presents a positive image of the company at all times. Experience with event and front-of-house duties is highly valued. Experience/Interest in the arts is preferred.

Estimated Hours and Schedule

- *Office Hours:* 20 hours per week (schedule to be determined)
- *Non-office Hours Schedule:* Morning hours; some evening/weekend hours are required for assisting with dance academy, concerts, special events, meetings, or similar activities as assigned.

Compensation

Salaried. Range: \$15/hr. Paychecks are issued the 15th and 30th of each month.

Benefits

- Seven paid holidays plus an additional possible paid five-day winter holiday closure (determined annually)
- Six paid Personal Time Off days
- Comp/Flex Time available
- Complementary Wellspring concert tickets (two per concert series)
- Voluntary TIAA-CREF retirement plan
- Worker's Compensation insurance coverage
- Free dance classes through our Dance Academy for self and family members
- Access to professional development opportunities (workshops and conferences) as they arise

Interested candidates should send their cover letter and resume to Kate Yancho, Operations Manager of Wellspring, at kate@wellspringdance.org.

Applications received by September 8, 2016 will be given preference.

Wellspring follows an equal opportunity employment policy that guarantees employment opportunities, training, promotion, and work environment to be free of any discrimination based on race, color, religion, age, weight & height, gender, gender identity, sexual orientation, marital status, national origin, ethnic background, handicap, disease, or veteran status.