



Montalvo Employment Opportunity

Job Title: Accounting Assistant (Part-Time 20-23 hours per week/hourly non-exempt)

The Accounting Assistant's primary responsibility is to perform accounting and A/P processing functions for the organization and provide support to the finance team.

Responsibilities include, but are not limited to:

- AP entry, check preparation and reconciliation for annual audit
- Create contract files, project codes and payment schedules annually
- Vendor management and reconcile monthly credit card receipts
- Prepare annual 1099 tax reporting
- Prepare selected general ledger account reconciliations
- Maintain files, including filing of general ledger journal vouchers, cash receipts and accounts payable documentation, and other miscellaneous filings
- Ensure compliance with generally accepted accounting principles and Montalvo's policies, procedures, internal controls and contracts
- Assume responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies
- Keep management informed of any significant accounting problems or internal control issues in the organization
- Complete special projects and miscellaneous assignments as required

Required Education, Skills and Experience:

- Bachelor's degree in Accounting, Business Administration and, or
- 3-5 years of relevant experience and proven ability with accounting systems, databases and Microsoft Office programs required (Excel, Word, Outlook)
- Experience with Blackbaud Financial Edge XT software not required but a definite plus
- Excellent verbal and written communication skills
- Attention to detail and familiarity with reconciliation processes
- Ability to work in a collaborative team environment, and with all organizational staff, volunteers, trustees, community members, vendors and park visitors
- Ability to multi-task and work independently and make sound decisions and meet deadlines without close supervision

Working Conditions & Physical Tasks:

Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to type, handle, or feel; and reach with hands and arms. The employee may occasionally stand, walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Compensation: \$29.00 p/hr. This position is not eligible for all employee benefits.

To apply, please submit a cover letter summarizing your skills and experience related to the position, and your resume, to Human Resources via email at hr@montalvoarts.org. Resumes without cover letter will not be considered. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.