



## **Finance Officer of Community Arts Connection Community School of the Arts Fort Smith, Arkansas**

### **Overview**

Community School of the Arts (CSA) is a non-profit arts education organization in Fort Smith, Arkansas serving children and youth in the visual and performing arts. CSA provides high-quality instruction in music, theatre, dance, and visual art to children and youth of all ages and levels. Our mission is *to develop confident leaders and outstanding citizens through educational and artistic excellence*. As we continue to build our reputation of excellence in the arts, and continue to develop programs, we are seeking an individual who can serve in an important role.

The Finance Officer is responsible to ensure proper flow of office procedures. This individual will communicate with CSA clients, staff, and faculty, handle all daily finance including accounts payable/receivable, procurement, ticketing, and other transactions. He/She will also handle CSA insurance, and all HR procedures. This individual will maintain a positive and friendly CSA image by acting as the first line of contact to visitors, families, faculty, and vendors in person, online, and via telephone. The Finance Officer should be a self-starter who enjoys working with people, managing day to day financial processes, collaborating with a team of professionals, and earning the trust of colleagues.

This position reports directly to the Executive Director and fulfills the following duties:

### **Responsibilities**

- Register students using CSA registration and QuickBooks
- Ensure client compliance with CSA tuition policy
- Regular maintenance of CSA student records and data bases
- Maintain and manage daily QuickBooks files
- Prepare and pay all invoices
- Maintain insurance policies and make all payments
- Coordinate and collect all payments
- Deposits as needed
- Assist with reporting donor/sponsor giving and year-end tax letters
- Daily square updates
- Post online ticket sales
- Coordinate accounts with the CSA CFO
- Generate revenue/expense reports
- Record all transactions in QuickBooks
- Maintain scholarship and grant bookkeeping
- Prepare personnel materials including faculty contracts, hiring materials, policies and procedures, and all other relevant documents

- Set up and maintain HR files including background checks, applications, etc.
- Coordinate faculty payroll and processing
- Material acquisition and procurement
- Coordinate faculty teaching schedules including assignments for all instructional, rehearsal, and performance spaces
- Coordinate office functions with CSA staff
- Work in Box Office at all events
- Coordinate and manage all ticketing including online ticket sales reports, excel spreadsheet updates and ticket reports in QuickBooks

**Job Skills/Qualifications:**

- AA in business related field or equivalent
- Bachelor's degree in Accounting preferred
- Prior office management experience preferred
- The ability to use a desk top computer including proficiency with Microsoft office programs, QuickBooks, online registration, online ticketing, and online banking
- Strong time management prioritization and organizational skills
- Strong attention to detail
- Ability to work without supervision
- Exceptional communication and customer service skills
- Ability to handle confidential information
- Strong record keeping skills
- Ability to multi-task
- Availability to work weekends and outside normal daily office hours

**Salary**

12-Month contract

Competitive, based on experience and qualifications

Benefits Negotiable

**Start Date: Target Date: Summer 2024**

Position is open until filled

Send vita, unofficial transcripts, and contact info for three references to:

Dr. Rosilee Russell, Executive Director

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