



Arkansans For the Arts Job Listing

Position: Administrative Assistant/Bookkeeper for Arts Organization

Part-time, non-exempt, \$15 - \$20 per hour; remote work; laptop provided. Reports to the Executive Director.

Primary Responsibilities and Duties

The administrative assistant will work approximately 24-40 hours per month as needed to maintain the following:

- General bookkeeping in QuickBooks
- Process monthly subcontractor payments and payroll via QuickBooks payroll module
- Monthly payroll tax deposits via QuickBooks payroll module
- Prepare and submit quarterly payroll tax returns via QuickBooks payroll module
- Managing database and membership list
- Digital and/or paper filing of general records
- Assisting in preparation and follow up for Arkansans for the Arts programs
- Manage member correspondence, board communications, invoicing and payments
- Periodically distribute press releases and maintain media database
- Assist staff and board with additional responsibilities as assigned within budgeted time

Qualifications and Requirements

- Minimum 2 years college preferred
- Excellent knowledge and experience with QuickBooks
- Excellent knowledge and experience with MS Office, especially Excel
- Excellent written and oral communications skills
- Highly organized
- Experience in nonprofit work, specifically arts and culture a plus

To Apply

Please email your cover letter, résumé and three references to chair@arkansansforthearts.org with "Administrative Assistant" and your name in the subject line. Provide all contact information including address, phone number, cell number and email. Application open until filled.

Arkansans For The Arts (ARftA) is an Equal Opportunity Employer. It is the policy of the ARftA to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, age, disability, sexual orientation or gender (sex). ARftA seeks qualified applicants from diverse backgrounds and individuals of color are strongly encouraged to apply.

About Arkansans For The Arts

Arkansans For The Arts is the only statewide organization that provides leadership, strategy and research to advance the arts and the creative economy in Arkansas. Arkansans For The Arts advocates for increased investment in the arts and arts education throughout the state.