Bookkeeper

**Description**

**About us**
Social and Public Art Resource Center (SPARC) is a community-based non-profit arts organization founded in 1976 by muralist Judith F. Baca, filmmaker Donna Deitch and artist Christina Schlesinger. SPARC is dedicated to producing, presenting and preserving public artworks in Los Angeles neighborhoods. The organization is best known for its work in hundreds of Los Angeles neighborhoods at a grassroots level to produce the rich legacy of Los Angeles murals.

**Responsibilities**

**Duties and Responsibilities**

1. **Accounts Payable – Weekly**
   - Collect AP invoices with supporting documentation
   - Request W-9 from new vendors
   - Enter invoices into bill.com
   - Review emails to ensure there are no outstanding invoices

2. **Accounts Receivable – Weekly**
   - Collect checks received and complete Deposit Log
   - Make copies of checks and supporting documents
   - Make bank deposits
   - Follow up on outstanding AR invoices to make sure all payments are received

3. **Credit Card Purchases – Monthly**
   - Collect all credit card receipts
   - Work with card users/purchaser to obtain purpose of purchases and their allocation
   - Prepare Credit Card Expense Log and attach receipts to each purchase entry

4. **Invoicing – Monthly**
   - Prepare licensing invoices
   - Track licensing payments

5. **Grants Management**
   - Prepare backup documentation to CNRA monthly billing

6. **Other Admin Duties**
   - Assist with annual audit under direction of Finance
   - Other duties as assigned to support the overall objective of the position

**Qualifications**

[https://sparcinla.org/job/bookkeeper/](https://sparcinla.org/job/bookkeeper/)
Requirements and Qualifications

- Bachelor’s degree in accounting with 24 semester units in accounting from an accredited institution or 5 years work experience.
- Minimum of 3 years of experience in nonprofit finance/accounting.
  - Certified CPA License preferred.
- Detailed knowledge of finance, accounting, budgeting and cost analysis principles, including US Generally Accepted Accounting Principles (US GAAP).
- Ability to analyze financial data and prepare financial statements, reports and projections.
- Experience presenting financial reports and forecasting to a Board of Directors.
- Project management experience within a fast-paced, deadline driven environment strongly preferred.
- Strong analytical and problem solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently.
- Proficient in QuickBooks Online, Bill.com accounting softwares, and Shopify.
- Proficient in G Suite, Microsoft Office, and Mac OS operating systems.
- Able to work in person and remotely, and occasionally on weekends.

Job Benefits
Job Type: Part-time
Salary: $20.00 – $23.00 per hour
Expected hours: 20 – 30 per week

Benefits:
- 401(k)
- Flexible schedule
- Retirement plan

Physical setting:
- Office

Schedule:
- Day shift
- Monday to Friday

Ability to commute/relocate:
- Venice, CA 90291: Reliably commute or planning to relocate before starting work (Required)

Experience:
- Bookkeeping: 5 years (Preferred)

Work Location: In person

Contacts
Please submit cover letter and resume to nigrita@sparcinla.org