

Salt Spring National Art Prize – Part Time Contract Position

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| Job Title | <i>SSNAP Bookkeeper</i> |
| Reports to | <i>The SSNAP Treasurer</i> |

Job purpose

Provision of bookkeeping services to the Salt Spring National Art Prize (SSNAP) Society.

Duties and responsibilities

The primary duties associated with this position are as follows:

1. Maintaining accurate books on accounts payable and receivable, including:
 - Reviewing bills for accuracy and entering in QuickBooks
 - Initiating payments and recording in QuickBooks
 - Recording revenue in QuickBooks
 - Reconciliation of monthly credit card and PayPal accounts
 - Monitoring and initiating payment for annual subscriptions (e.g. Zoom, QuickBooks, web domain renewal, website plugins)
2. Providing support for SSNAP exhibitions and fundraising activities, as follows:
 - Managing and recording daily income from entrance fees, donations, art sales etc
 - Deposit cash and cheques as required
 - Reconciliation of the float
 - Advance set up of Square terminal with set costs to facilitate work of volunteers
 - Record and track all art sales, including scanning copies of the purchase agreements
 - Completion of the GST form if artist is a GST registrant
 - For art sales, record the consignment amount and initiate payment of the consignment at the end of the sale period
 - For on-line sales, notification of the Show Managers and Website Admin when artwork is sold online
 - Initiate payment of shipping subsidy and/or bill amount owing for all finalists following the exhibition (under direction from the Shipping team)
 - Initiate payment of juror honoraria and travel expense claims
3. Providing bookkeeping services for financial transactions during the submission period, as follows:
 - Frequent checks of PayPal transactions and e-transfers for registration payments, especially during peak period of submissions
 - Reconcile PayPal account with submission data
 - Enter all registration fees in QuickBooks

4. Preparing reports for the Treasurer and SSNAP Board.

Working conditions

The work is part time and performed remotely at the contractor's home/studio/office. As this position is performed off-site, the incumbent must have their own computer and reliable internet access. An on-line version of QuickBooks is used by the SSNAP Society.

Hours fluctuate monthly and between the exhibition and fallow years of the biennial cycle of SSNAP activities. On-site work may be required for a few days during the start of the biennial exhibitions.

Technical qualifications

- Bookkeeping knowledge and qualifications
- QuickBooks
- Office 365
- SharePoint

Competencies

- Strong organisational skills
- Excellent communication skills
- Attention to detail
- Teamwork and cooperation-focused
- Client centric
- Integrity and transparency