



Keshet Dance & Center for the Arts Job Opportunity

Job Title: Full Charge Bookkeeper
Salary: \$44,000-\$47,000 annually (DOE)
Status: Salaried, Full Time Exempt
Start Date: As soon as qualified candidate is found

To Apply: Send cover letter & resume to Marissa Reynolds, HR Coordinator,
marissa@KeshetArts.org and cc info@KeshetArts.org

All positions support Keshet's mission and vision, and play an active role in Keshet's programming and operations.

Mission: Rooted in dance, mentorship, and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice.

Vision: To celebrate the art of dance and be a welcoming home for the intersection of the arts, artists, and audience; actuating a flourishing environment for empowered individuals, nurtured communities, and sustained equity.

All positions include an expectation of attending regularly scheduled staff meetings, related team meetings, and other staff engagement activities as they arise.

All staff work collaboratively with their direct supervisor and team to build a schedule that meets their work/life balance, and meets the needs of Keshet programming and operations.

Keshet is committed to sustaining a staff that reflects the diversity of our communities. People who identify as Black, Brown, Indigenous, POC, women, queer, trans, and formerly incarcerated or systems-impacted individuals are encouraged to apply. Keshet is committed to investing in the leadership of formerly incarcerated and systems-impacted people.

Enclosed:

- Job Description
- Organizational Values and Touchstones
- Employee Benefits Package Summary

Keshet Dance & Center for the Arts
4121 Cutler Ave NE, ABQ, NM 87110
505.224.9808 www.KeshetArts.org

JOB DESCRIPTION

Title: Full Charge Bookkeeper

Reports To: Director of Strategic Development

Position Overview:

- Keshet's Full Charge Bookkeeper is expected to take leadership and responsibility for the execution, quality, efficacy, and accuracy of this role, in active communication with the Director of Strategic Development, Human Resources Coordinator, Advancement Team, and Artistic Director.
- This position includes managing key relationships with vendors, stakeholders, patrons, and staff to accomplish goals, in addition to recording financial transactions and maintaining financial records to support effective operations and provide accurate, timely financial information to management. It requires a high level of collaboration and integration with Keshet's work, management of administration and logistics, and attention to detail.
- While directives, calendars, processes, and deliverables are certainly a key part of this position, there is also the expectation that the Full Charge Bookkeeper is an active voice in developing and instigating new ideas, and participates as a thought-partner within Keshet operations and organizational development.

Responsibilities

Keshet's Full Charge Bookkeeper will plan and implement financial bookkeeping, reporting, and organization to support Keshet's financial health and communication of financials with Keshet staff and board. Regular activities and responsibilities include:

- Processing and maintaining A/P and A/R
- Processing and overseeing Keshet's daily sales, deposits and maintaining deposit records
- Preparing and posting payroll journal entries and maintaining payroll records, through third-party payroll processor.
- Maintaining balance sheet records including asset lists and liability documents
- Reconciling monthly bank statements and merchant account statements and maintaining banking records
- Preparing regular financial reports (for directors, departments, board meetings, etc)
- Preparing periodic financial reports for grant applications and grant reporting requirements
- Overseeing and maintaining financial reporting for government funding and contract entities (local, state, and federal)
- Maintaining financial reporting and filings with government entities, including management of calendar for finance-related deadlines
- Managing financial requests
- Collecting and analyzing financial data
- Creating systems and policies to support data integrity
- Interfacing with advancement data entry and systems to support Keshet's fundraising efforts and integration with financials
- Preparing year-end tax 1099s and 1096 report and maintaining tax records, through third-party payroll processor
- Preparing documents and assisting as needed with annual audit and 990 preparation / maintaining audit records
- Other duties as directed by the Director of Strategic Development or Artistic Director

The position requires the following experience:

- At least five years' experience in bookkeeping in high volume environment
- Experience in reconciliation of multiple database interfaces
- Experience in account reconciliations
- Experience managing third-party payroll systems
- Experience in financial reporting for non-profit grant applications and awards, via both government and foundation funding allocations
- Experience preparing and facilitating annual audit with outside audit partner
- Experience communicating and negotiating with vendors (i.e. managing insurance quotes, etc)
- *Preferred, but not required:* Bachelor's Degree in Finance, Business, or Accounting
- *Preferred, but not required:* At least five years' experience in non-profit bookkeeping

The position requires the following skills, proficiencies, and personality traits:

- Excellent analytical and organizational skills
- Proficiency in QuickBooks, Word, Excel, Google Docs and ability to develop skills in new database programs (MindBody and Altru via Blackbaud)
- Detail oriented
- Strong written and verbal skills
- Ability to work and thrive in a dynamic team environment
- Passion for non-profit community business environment

Keshet Core Values & Organizational Touchstones

Organizational Core Values

Values that Guide Decision Making and Behaviors

Personal Growth

seeking opportunities for stakeholders to grow beyond existing levels of competence

Excellence

pursuing achievements that reach the highest professional and personal standards in all endeavors

Fluidity

maintaining the ability and capacity to adapt to change

Opportunity

embracing calculated risks that lead to achievement, creating opportunity with courage

Inclusion

creating an inviting and accessible environment

Authenticity

ensuring an atmosphere of openness and transparency

Organizational Core Touchstones

Qualities and Approaches that Guide Business and Program Development, Implementation, Priorities and Nuances

Mindfulness

We are mindful of the whole human; we are mindful of external and internal circumstances; we approach our work with presence, respect, and intention.

Joyfulness

We value and nurture a positive, kind, and respectful environment in which playfulness, optimism, light, and joy can thrive.

Boldness & Adventuresome

Through boldness, bravery, and a sense of optimism, we enjoy, we revel, we seek new, we dig deep.

Mentorship

We are all teachers, we are all learners; always, at all ages and stages.

Responsibility & Accountability

We recognize our responsibility as listeners, learners, teachers, and mentors in our contemporary world. We listen, reflect, and respond. We recognize we will make mistakes and we commit to consistency in listening and learning, allowing for responsiveness vs reactivity. We recognize that listening is only part of the equation, consistent authentic listening supports responsible action with integrity. We choose courage over comfort.

Artistry & Creativity

We support the personal and collective pursuit of truths through the beautiful and powerful art of dance.

Keshet Dance & Center for the Arts

Employee Benefits Summary

Health Care Insurance Premium Reimbursement

Full time employees working 30 hours or more per week are eligible to participate in Keshet's Qualified Small Employer HRA (QSEHRA). Under this program, Keshet will contribute 50% of the monthly out-of-pocket premium expense, up to \$250 each month, as an addition to the employee's paycheck. Documentation of premium payments must be provided to Keshet. This Plan is intended to be a Premium-Only Plan; that is, the only medical expenses eligible for reimbursement are health insurance premiums, including dental and vision.

All eligible employees will receive a copy of the plan annually.

Flexible Paid Leave

Keshet Dance and Center for the Arts hires exceptional, professional adults to perform a wide variety of important functions that contribute to the overall success of the organization. It is Keshet's intent to provide its employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to Keshet.

Keshet Flexible Paid Leave policy expects that all Keshet staff will annually utilize a minimum of the equivalent of 4 weeks paid vacation time, and a maximum of 8 weeks paid vacation time. These hours/days/weeks of vacation time are taken in whatever flexible structure makes sense for each employee, in coordination with their Keshet team to ensure programming, operations and staff are all supported as needed.

Eligibility

All salaried employees with 90 days of continuous employment are eligible under this policy.

Expectations

Under this policy, salaried employees are expected to:

- Recognize that at Keshet, we value all employees' contributions and are committed to communicating with necessary supervisors and staff in advance when scheduling an absence or notifying our direct supervisor before the start of the workday when an unscheduled absence occurs.
- Understand that due to staffing needs, sometimes, not all leave requests can be approved. Advance requests are still subject to the appropriate approval.

Except for those on protected leave (such as state or federal family and medical leave), if an eligible employee is unable to meet the expectations outlined above, Keshet reserves the right to temporarily revoke flexible paid leave. If gross abuse of this leave is observed, disciplinary action may be taken, which may include termination of employment.

Verification

Managers and Team Leads also reserve the right to request verification of absences (such as a doctor's note) when legal and appropriate to do so.

Keshet Time Off Request Procedures & Criteria

Short-Term Request (up to 2 consecutive work days):

- Submit request via email to direct supervisor one (1) week in advance
- Arrange with supervisor for best efforts to cover your absence
- Track your time off in online system as Paid Time Off
- Add your time off to Google Staff Calendar

Vacation Request (3 or more consecutive work days):

- Submit request via email to direct supervisor and Human Resources Coordinator three (3) weeks in advance
- Supervisor and Human Resources Coordinator have one week to approve

Priority given with the following criteria in mind:

- *Current season and organizational needs*
- *Assessment of past vacation and unexpected time-off used in relation to job execution*
- *Order in which request received, if there are competing times requested*
- Arrange with supervisor for best efforts to cover your absence

Unexpected Time-Off - Sick/Personal Days:

- Communicate immediately with direct supervisor
- Arrange with supervisor for best efforts to cover your unexpected absence
- Periodic schedule changes must be shared with direct supervisor – if reorganization is required to cover your absence it must be tracked in the online system

Paid Parental Leave

Keshet Dance and Center for the Arts recognizes the importance of allowing employees to care for and bond with a newborn or newly adopted or placed child without concern of financial hardship. As such, Keshet will provide up to 12 weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Each week of paid parental leave is compensated at 100 percent of the employee's average, weekly pay from the 12 months prior.

Additionally, Keshet offers eligible employees the opportunity to return to work in a phased and reduced hours approach for 12 additional weeks at 100% regular compensation, following the initial 12-week leave period.

Additional Benefits

Tickets

All Keshet employees can and should utilize the free ticket option when attending performances.

Classes and Workshops

All Keshet employees can and should utilize free, unlimited access to all classes and workshops, including KIIC business workshops and guest artist workshops produced/presented by Keshet.

Studio Space

All Keshet employees are eligible for free studio space usage, dependent on availability.

Physical Therapy

All Keshet employees have access to free physical therapy appointments with Keshet's in-house physical therapist, Elizabeth Lonergan, on a first-come, first-served availability within her schedule. Priority in PT schedule goes to Company Dancers and Pre-Professional Program Students.

Flexible Hybrid Work Space

In a similar vein as Keshet's Flexible Paid Leave Policy, Keshet hires exceptional, professional adults to perform a wide variety of important functions that contribute to the overall success of the organization. It is Keshet's intent to provide its employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to Keshet.

Keshet expects all employees to be engaged and productive, whether working from home or working at Keshet.

There is no tracking of percentage of time at home or in person, rather, Keshet expects that all employees will choose a balance that makes sense for themselves, their families, their specific position/duties and Keshet, and the community connectivity of a thriving and engaged team of co-workers, artists, and educators. If at any time this balance feels off (either from the perspective of the employee, their supervisors, or their co-workers) it is expected that productive communication and collaborative problem solving will take place.