



BOOKKEEPER

The American Craft Council is seeking a motivated and detail-oriented individual to join our finance team. This ACC team member will report to the director of finance and administration and will be a full-time member of our staff. The bookkeeper plays a critical role in the success of our multifaceted organization that encompasses membership, craft marketplace events, print and digital publishing, a library and archive, and fundraising and events. This dynamic role is perfect for someone who thrives in a fast-paced environment with a wide variety of responsibilities. Working at ACC, you will help advance the livelihoods of artists and bring together the craft community.

RESPONSIBILITIES AND DUTIES

- Make general ledger entries and maintenance
- Process payables and receivables and cash receipts
- Prepare and make regular bank deposits and record lockbox deposits
- Process bi-weekly payroll and benefits
- Reconcile monthly bank statements
- Reconcile monthly credit card statements
- Prepare and distribute year-end tax documents
- Assist with monthly and year-end closing
- Assist with monthly financial statements and other reports as requested
- Assist with annual audit and 990 tax return preparation
- Assist with preparing annual budget as needed

PREFERRED EDUCATION AND EXPERIENCE

- Degree in accounting or business preferred, or equivalent experience
- Two or more years of accounting experience, in a nonprofit environment preferred
- Solid experience with computerized accounting systems, i.e. QuickBooks online or Sage Intacct

OTHER QUALIFICATIONS

- Knowledge of generally accepted accounting principles (GAAP)
- Demonstrated technology skills that meet today's workforce demands (Microsoft Office, Google Suite, Salesforce, video conferencing, Slack, Asana, etc.) including strong skills using virtual collaboration tools to track projects, solve problems, and work with others across distances
- Detail-oriented and organized, and applies effective time management skills in order to meet deadlines
- Critical thinking skills

- Able to manage multiple tasks and projects simultaneously
- Understand confidential nature of organization, accounting, and financial information, and maintain confidence

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to use their hands and sit for periods of time using office equipment and a computer.
- The position may require moderate lifting of supplies from time to time.
- The working environment is a general office environment with a low noise level.
- The employee must be able to work from our offices in Minneapolis, Minnesota; partial remote work is optional.
- We offer a generous PTO policy, flexible scheduling, 18 paid holiday days including Juneteenth, the day after Thanksgiving, and the time between Christmas Eve to New Year's Eve.
- We also offer medical and dental insurance, long-term and short-term disability insurance, flexible spending plans, and a 401k with a 4 percent match once eligible.

SALARY RANGE: \$55,000–\$60,000

ABOUT THE AMERICAN CRAFT COUNCIL

ACC is a national nonprofit working to keep the craft community connected, inspired, and thriving. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs creates space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

TO APPLY

If this position sounds like a great fit, we want to hear from you! Please send your cover letter and resume to employment@craftcouncil.org with the subject heading of "Bookkeeper."

The deadline to apply is December 9, 2022.

ACC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. Read more about [ACC's commitment to inclusion and equity](#).