



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

BOOKKEEPER

Direct Supervisor: Executive Director

Regular Collaboration With: Deputy Director and Finance Committee

Department: Financial Operations

Position Status:

- Part-time, hourly - 20 hours/month, \$37/hour
 - Primarily work-from-home with occasional in-person meetings as needed. TeenTix office hours are 10am - 6pm M-F
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OVERVIEW OF POSITION

TeenTix seeks a skilled individual to support our financial operations, including journal entries, bill pay, and annual financial reporting and filing.

The ideal candidate will share our values, and be excited to assist in the regular business operations of TeenTix as an organization.

OUR COMMITMENT TO ANTI-RACISM

TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art. You can read more about how we approach this work [on our website here](#).

ESSENTIAL RESPONSIBILITIES

- Payroll, tax, and benefits tracking
 - Quickbooks: responsible for clean data entry, weekly journal entries, monthly income and expense reconciliation, preparation of checks, bill tracking & paying, invoice distribution & collection, and building of specialized reports in QB as-needed.
 - Annual filing of the 990 in collaboration with a contracted CPA firm
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GENERAL QUALIFICATIONS

Demonstrated proficiency with:

- Quickbooks, payroll processing system (TeenTix uses T-Sheets)
- Google Non-profit Suite (including Google Drive, G-Mail, Google Analytics)
- Prior experience with bookkeeping
- Strong understanding of nonprofit accounting principles. Experience with capital campaign account management preferred.



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- Experience collaborating with a contracted CPA firm to prepare materials for 990 filing.

A strong track record of:

- Attention to detail – taking pride in developing strong systems and structures
- Working in customer service with excellent written and oral communication skills

You should flourish in a fast-paced work environment:

- Ability to collaborate or work autonomously as required
- Ability to get along with young people in an office-environment

Your values should encompass:

- An enthusiastic commitment to supporting equitable access to art for all young people but *especially* for teens who have been excluded from arts participation, including teens of color, low-income, English as a second language, and with unstable housing
- A love of discussing and engaging with art amongst individuals of all ages
- A love of learning, and a desire to absorb new information and gain new skills
- A strong passion for social justice, especially issues affecting teens

THE TEENTIX CULTURE

This is a part-time, hourly, 20 hour a month position with a flexible, artist-friendly, family-friendly schedule.

Teentix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. All of our staff engages in a regular arts practice, and is supportive of creating an environment that allows for a personal relationship with art and community. The work is challenging, fun, inspiring, sometimes frustrating, but most frequently extremely rewarding. Your time will be respected and you will not be asked to treat yourself as an unlimited resource. This is a great place to engage with the arts and youth development program community. As the central office of a community-wide effort to engage young people with the arts, Teentix enjoys amazing access to a wide variety of arts organizations and colleagues.

WHAT YOU WILL GET

Part time, 20 hr/month position with a flexible, family-friendly schedule, \$35/hour.

- 20 hours/month, part-time, hourly, non-exempt

Part-Time Employees receive prorated benefits in accordance with the hours regularly worked:



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Type of Leave	TeenTix Offers	This Position Will Receive
Holidays	14 Paid Holidays	3 paid hours/holiday
Vacation	12 Days Paid Vacation	1.38 hours accrued per pay period during first year of employment
Paid Time Off (PTO)	PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time	36 hours PTO accrued per year

TO APPLY

Email your resume and a cover letter to monique@teentix.org, highlighting your experience with bookkeeping and your interest in working with a nonprofit that advocates for teens in the arts community. Cover letters may be in written or video format.

Interviews will be held on a rolling basis beginning December 19, 2022 via Zoom. We hope to fill the position no later than February 2023.

TeenTix is an equal opportunity employer. We are an anti-racist organization that actively works to identify, name, and correct institutionalized racism within our own organization, and to dismantle systems of oppression that have traditionally kept people of color out of leadership positions. Young people and people of color are strongly encouraged to apply.