The Holter Museum of Art in Helena, MT seeks a part time Office Manager and Bookkeeper to work 20-24 hours a week. The Office Manager and Bookkeeper takes primary responsibility for managing administrative functions in the Holter’s day-to-day office management and bookkeeping. This position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, initiative and attention to detail. The ideal candidate will have strong bookkeeping experience in a non-profit environment, excellent computer and technology skills, and a passion for the arts. This position is on-site and general office hours are between 9-5pm Monday through Friday.

Bookkeeping

* Monitor the organization’s annual and program budgets
* Prepare monthly financial reports for the Executive Director and the Board of Directors
* Prepare financial reports for grants and other funding
* Manage all bookkeeping functions including A/R, A/P and payroll
* Process receipts daily, making bank deposits at least weekly
* Maintain accounting files in a neat and orderly manner
* Prepare the Holter’s quarterly payroll reports and taxes
* Work with the Accounting firm to provide necessary auditing and financial review documents
* Assist in preparing the program’s annual report

Administration

* Maintain personnel files in a neat and orderly manner
* Monitor employee benefits, including administration of plans as needed
* Ensure the inventory of office supplies and printed materials is maintained
* Provide for maintenance of office machines (e.g., printer, copier, fax, phone system) as needed
* Maintain the Holter’s files both physically and electronically
* Provide additional administrative support to Holter programs as needed
* Other duties as assigned

Skills Required

**Skills/Requirements**

* Bachelor’s degree in a related field or equivalent experience required
* Proficient in QuickBooks, Microsoft Excel, Microsoft Word, Outlook and Google products
* Minimum of 3 years QuickBooks experience preferred
* Experience managing the annual budget process
* Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
* Outstanding interpersonal and communication skills, both oral and written
* Highly organized and able to multi-task
* Efficient in an environment with evolving priorities
* Works well independently as well as with a team

**Compensation & Benefits**

* $18-$22 an hour DOE
* Prorated Health & Dental Insurance Coverage
* Paid Personal Time Off plus Holidays
* Prorated Retirement Plan and Life & Disability Insurance Benefits

To apply, please e-mail a cover letter, resume and salary requirements to [executive@holtermuseum.org](mailto:executive@holtermuseum.org).