



ART THERAPY STUDIO

Since 1967 the Art Therapy Studio has helped thousands of individuals cope with trauma, disability or illness, supported their rehabilitation, and improved their general well-being by providing a means of artistic expression within a therapeutic relationship. ATS served 4,363 individuals in 2017 and enlightened another 3,317 through our educational and community outreach programs. Our mission is to enhance the quality of life for those with physical, cognitive or emotional challenges through the therapeutic use of art. It is the oldest medically based art therapy program in the U.S.

Job Description

The Senior Accountant will lead all day-to-day finance operations of a budget for a small nonprofit organization including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grant administration. This is a part-time position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide ad-hoc reports to Executive Director
- Work closely with CPAs during annual review
- Work closely with Treasurer and finance committee
- Reconcile investment statements quarterly
- Prepare Form 990 and any related extensions
- Prepare monthly bank reconciliations
- Prepare invoices and any receipts requested by customers
- Prepares, with the Director, the annual budget
- Provide grant budgeting, as directed by the Executive Director
- Review, organize, and track all financial obligations of Organization contracts

EDUCATION AND/OR EXPERIENCE:

Education and/or experiences listed below are the minimum requirements for job entry.

Bachelor's degree in accounting or business administration.
2 years experience working with nonprofits.

KNOWLEDGE, SKILLS/ABILITIES:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in the job.

- Knowledge of bookkeeping and generally accepted accounting principles. Excellent writing and interpersonal communication skills.
- Understanding of nonprofit accounting standards.
- Strong organizational and problem-solving skills.
- Excellent attention to detail and focus on accuracy.
- Must be self-directed and a self-starter.
- Personal computer proficiency with a good working knowledge of the following software applications: e-mail, QuickBooks, Microsoft Office products, data base reporting software.