



BOOKKEEPER

DEPARTMENT: BUSINESS AND FINANCE

POSITION: Bookkeeper

REPORTS TO: President and CEO

CLASSIFICATION: Part Time

COMPENSATION: \$25 - \$35 per hour

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY

The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual for a **part time** bookkeeping position. The bookkeeper performs a variety of general accounting support tasks for a rapidly growing organization. Support task include but are not limited to reporting and data entry, posting, and timely and accurate processing of accounts payable, receivable and basic reconciliations. It is envisioned that the person in this role will work from the IABD office from time-to-time. However, much of the work can be accomplished remotely with internet access.

RESPONSIBILITIES

Bookkeeping:

- Financial administration, including accounts receivable and payables
- Reconcile bank and credit card statements monthly
- Analyze and prepare financial statements on a monthly basis
- Grant monitoring and tracking
- Preparation for outside audits
- Keep track of invoices and payments
- Coordinate reimbursements and petty cash
- Coordinate with outside accountant/CPA
- Provide other administrative support to organization staff as needed

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or Finance
- Three (3+) years' experience in accounting, finance, or other related fields
- Fundamental knowledge of GAAP protocol (General Accepted Accounting Principles)
- Outstanding communication skills and positive attitude
- Ability to prioritize and multitask



EDUCATION AND EXPERIENCE (cont'd)

- Strong organizational skills and team collaborator
- Deadline and detail-oriented
- Intermediate to high proficiency and knowledge of QuickBooks Online, Microsoft Office Suite and ADOBE systems.

PROFESSIONAL COMPETENCIES

- Demonstrates strategic thinking, sound judgment, and a diplomatic approach.
- Shows a positive and productive approach to problem solving.
- Exhibits the ability to work effectively in a fast-paced, high-energy environment.
- Can prioritize tasks on the fly, demonstrates effective time and project management skills.
- Provides direction and effectively manages multiple projects to ensure efficiency, accuracy and a consistently high standard end product.
- Demonstrates ability to work successfully in a team environment.
- Fully participates in special activities of the organization and supports colleagues by offering information and contributing to projects and initiatives.

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

Denise Saunders Thompson
President and CEO
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