



Bookkeeper

Status: Full-Time
Benefits: Yes
Reports to: Director of Finance and Administration

About Marwen:

Marwen educates and inspires young people to nurture their growth and build their futures through art and community. Founded in 1987, the no-cost studio and pathway programs exist for young people, in 6th-12th grade across Chicago, who want to explore visual arts and do not have access to arts programming due to financial and systemic barriers. Courses are facilitated by teaching artist teams. For more information, visit www.marwen.org.

Overview of the Position:

The Bookkeeper's responsibility includes maintaining precise day-to-day financial transactions within a paperless environment, utilizing web-based software and digital workflow platforms. This role involves managing accounts payable and receivable, processing bi-monthly payroll, reconciling credit card statements and addressing account discrepancies. We are looking for a candidate with excellent data entry skills and meticulous attention to detail, ensuring accuracy in every task. The ideal candidate goes beyond numbers, being a customer service champion with a commitment to diligent follow-up and follow-through for seamless operations. They must possess the ability to manage multiple projects, meet deadlines, communicate clearly, and showcase exceptional organizational skills.

Responsibilities:

Accounts Receivable:

- Record revenue receipts including daily check deposits, cash, checks, and credit card transactions in Quickbooks Online
- Prepare and distribute daily cash receipts report
- Reconcile balance sheet accounts

Payroll:

- Process Bi-monthly payroll utilizing ADP
- Compile & review digital time-sheets from staff via Kissflow automated workflow system
- Implement a systematic approach to communicate and remind team members about submitting their timesheets promptly
- Prepare payroll review reports

Accounts Payable:

- Review, approve and reconcile all credit card receipts with expenses and invoices in a paperless environment utilizing Kissflow automated workflow system
- Enter approved invoices in Quickbooks on a daily basis
- Prepare weekly payment processing to be paid via check, ACH and/or Paypal
- Pull down all utility bills and route for approval
- Apply payments in Quickbooks for all outgoing ACH's
- Answer all inquiries regarding accounts payable
- Collaborate with internal teams to resolve invoice discrepancies
- Obtain W-9's and and setup new vendors in Quickbooks

Month End Processing and Annual Audit:

- Assist with month-end close procedures including reconciling balance sheet accounts and posting journal entries.
- Reconcile credit card statements
- Prepare monthly billing statements
- Support annual audit engagement
- Ensure compliance with accounting policies and procedures

The ideal candidate will have:

- Three years of direct accounting/bookkeeping experience
- Accounting degree preferred
- Demonstrated proficiency in QuickBooks Online
- Experience using ADP
- Must have experience working in a paperless environment
- Proficiency in Google Workspace
- Familiarity with web based digital workflow platforms and communication tools including Kissflow and Slack
- Detail-oriented and highly organized with a strong focus on accuracy
- Adept communicator

The compensation for this position is \$50,000 annually.

BENEFITS AT MARWEN

- Health, Dental and Vision insurance covered at 100% for employees and 75% for dependents
- 100% paid Life insurance policy for all employees
- 20 PTO days granted 1st year of employment in addition
- Addtl shared PTO pool accessible to all employees
- Paid Holidays
 - o New Years Day
 - o Martin Luther King Day of Observance
 - o Memorial Day
 - o Juneteenth
 - o Independence Day
 - o Labor Day
 - o Indigenous People's Day
 - o Thanksgiving (Day before, of, and after)
 - o Winter Break (12/23-12/31)
- Retirement plan with company match
- Health Flexible Spending Account
- Dependent care assistance program

- Adoption assistance program
- Employee Assistance Program
- Public transit pre-tax program
- Hybrid work hours (2 days remote/ 3 days in-office)
- Free parking
- Casual dress code

Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color. Please send a resume and cover letter to bookkeeper@marwen.org with the subject line "Bookkeeper." The deadline for submissions is March 15, 2024.