

OFFICE MANAGER POSITION



Artlink is seeking qualified applicants for the position of Office Manager:

Under the supervision of the Executive Director, the Office Manager does the following:

- Oversees daily accounting and general bookkeeping
- Tracks all art sales and entering them into Quickbooks
- Enters daily invoices, receipts, etc. into Quickbooks
- Prepares end of month for reconciliation
- Deposits checks and incoming payments as needed
- Handles accounts payable for all vendors and artists
- Maintains membership database
- Assists the Executive Director in scheduling, generating reports and special projects
- Assists in the gallery as needed

This position is Part-Time between 10 to 15 hours per week.

Please email resume and cover letter to matt@artlinkfw.com