



Title: Bookkeeper/Database Manager (P/T)

Reports to: Executive Director

Job Description

OVERVIEW

The Bookkeeper/Database Manager works in coordination with the Executive Director to manage the day-to-day financial operations of the organization, as well as to maintain and utilize Encore's database. The position is part-time at .5 FTE.

General Responsibilities

Bookkeeping:

- Accounts Payable, Accounts Receivable, Bank Reconciliations, maintain spreadsheets in Excel to support account balances, Enter monthly journal entries such as Prepaid Expenses and Unearned Income
- Assist Executive Director in developing budget and reports to Board of Directors

Database Management:

- Setting up online registration forms and ensuring registrations and donations are tracked and recorded properly
- Create queries and reports as needed by staff and management related to registration and donation process
- Create user defined fields as necessary for tracking purposes
- Maintenance of constituent records such as creating relationships, checking for duplicates, etc.

Donation Management:

- Manage and maintain confidential donor database (eTapestry) including receipt, entry and acknowledgement of all monetary and in-kind donations
- Provide support for direct mail, major gift and annual giving strategies and campaigns
- Assist in fundraising and development department activities by meeting established deadlines, including: data entry of donations; maintenance of donor records; preparation and distribution of donor gift receipts and acknowledgements; running queries and reports to management and to support appeal campaigns; mailing projects completed in-house

General Duties

Weekly:

- Accounts Payable - Enter bills and prepare checks in Quickbooks



- Accounts Receivable – Enter invoices in Quickbooks and follow up on payment if needed
- Record donations in Quickbooks and eTapestry and prepare thank you letters. Maintain tributes, soft credits and Anonymous donations in eTapestry
- Process refunds
- Assist with entering registrations in Quickbooks and eTapestry for camp and tuition
- eTapestry – set up how registrations are entered for online forms and pulling queries
- Prepare bank deposit and take to bank

Monthly:

- Reconcile accounts – Reconcile BB&T, Paypal, Blackbaud and Square
- Scan receipts to Quickbooks for American Express transactions
- Enter Accrual Journal entries – Prepaid Expenses, Unearned Income and Prepaid Insurance. Maintain spreadsheets for account balances
- Affiliates – make sure affiliates are current on their requirements

Annually:

- Prepare Workers Comp Audits
- Prepare Registrations – for example, VA Solicitations & IRS Group Exemption
- Assist with audit process

QUALIFICATIONS

The Bookkeeper / Database Manager must have a Bachelor's Degree in Business Administration, Bachelor of Science in Accounting or related field and 3 to 5 years of experience.

The Bookkeeper/Database Manager **must:**

- Have strong accounting skills
- Possess excellent technology and computer skills, including significant experience with Quickbooks Online, Excel and Word
- Familiarity with eTapestry a plus
- Demonstrate excellent verbal and written skills
- Be highly organized and be able to pay close attention to detail
- Be a flexible problem solver with excellent organizational and administrative skills
- Be a flexible team player who is motivated by a fast-paced work environment
- Possess particular strengths in analyzing information, dealing with complexity, data entry skills, thoroughness and confidentiality

Salary commensurate with experience. To apply, please send cover letter, résumé, three references and compensation expectation to: ED@encorecreativity.org. No phone calls please.



ORGANIZATION

Encore Creativity for Older Adults (Encore), founded in 2007, and headquartered in Churchton, MD (Baltimore/Washington/Annapolis metro area), is the nation's largest choral program for adults over the age of 55. Encore's mission is to provide an excellent and accessible artistic environment for older adults, regardless of experience or ability, who seek arts education and performance opportunities under a professional artist. Encore is an IRS 501(c)(3) nonprofit organization.

In its nearly eleven years of existence, Encore has grown to 21 choral groups in the Baltimore-Washington area, including 15 Encore Chorales and six Encore ROCKS rock & roll choruses. Additionally, Encore has a Chorale and ROCKS in Manhattan, as well as affiliate programs in CA, CO, OH, and PA. Encore currently serves nearly 1,200 singers.

Encore's annual program consists of two fifteen-week "semesters" of rehearsing repertoire, followed by concerts that are free and open to the public. All groups rehearse the same music, enabling them to come together for concerts with as many as 250 singers in any one concert. Concerts are held at high quality, high visibility locations including the Kennedy Center and recently, DAR Constitution Hall.

In addition to the rehearse/perform cycles, Encore conducts three "summer camps" per year. Two of the camps concentrate on the traditional choral repertoire while one is a rock & roll camp. The camps are usually five days in duration.

Encore also offers a travel program, with singers traveling and performing in Europe, North America and on cruise ships. There is typically one of these events per year, usually in late May and early June.

In view of the above, Encore's operating tempo is intense year-round. Well managed and continuous growth is a priority in Encore's three-year Business and Strategic Plan.