

## Job Description

**TITLE: ACCOUNTING MANAGER**

**REPORTS TO: DIRECTOR of FINANCE & HUMAN RESOURCES (DFHR)**

**CLASSIFICATION: FULL-TIME, EXEMPT**

**ABOUT THE INTERNATIONAL FOLK ART MARKET:** The Mission of the International Folk Art Alliance, doing business as the International Folk Art Market (IFAM), is to create economic opportunities for and with folk artists worldwide who celebrate and preserve folk art traditions. IFAM envisions a world that values the dignity and humanity of the handmade, honors timeless cultural traditions, and supports the work of folk artists serving as entrepreneurs and catalysts for positive social change.

Since 2004, IFAM and its flagship program, International Folk Art Market | Santa Fe, have been providing opportunity to folk artists at the world's largest market of its kind. Our organization has expanded programs to meet the specific challenges that folk artists are facing in the global marketplace. What was born out of Santa Fe as a small grass roots organization focused on one weekend a year, has grown into a nonprofit empowering international artists year-round. Allied with the world's master folk artists, your participation in IFAM results in communities around the world having clean drinking water, education for girls, improved health care, and thriving folk art communities.

**JOB SUMMARY:** Perform the day-to-day accounting functions of the organization: compute, classify, and record numerical data to keep financial records accurate and complete according to Generally Accepted Accounting Principles (GAAP). Work closely with DFHR to ensure timely reporting and positive communications with all staff, Board and Committee members.

**ESSENTIAL FUNCTIONS** - This position assumes responsibility for the following duties:

### **General Accounting (60%)**

- Manage accounts payable; monitor to ensure payments do not exceed contracts
- Reconcile and process payments for organization's credit cards
- Manage accounts receivable, including all donor invoicing and payments received; work closely with the Advancement Department to insure accurate donor information
- Provide backup when needed for processing payroll and PTO tracking
- Prepare and process bank deposits
- Keep bank account records current with software entries throughout month and reconcile monthly
- Process online store and pop-up sales in accounting software
- Assist with monthly closing procedures
- Represent the Finance Department in Board and Committee meetings as needed

## **Reports (10%)**

- Process Quarterly state and federal payroll tax reports
- Prepare monthly financial statements as needed
- Assist with preparation of schedules for annual audit

## **Markets (30%)**

- Invoice and track artists for payments due to market prior to the International Folk Art Market, Santa Fe and IFAM at the Dallas Market Center
- Reconcile agreed artists sales, funds collected, and final payout to artists for all Markets
- Assist with preparation of set up for payment booths, backroom and artist payout
- Assist with set-up of point of sale software prior to Markets
- Work Santa Fe Market weekend providing guidance to volunteers and staff in the cashiering process and at artist reconciliation and payout
- Process wire transfers after the Markets
- May be required to attend out-of-town markets to help set up financial areas and assist in processing payments and reconciliation of artists' sales on site

## **QUALIFICATIONS**

- Minimum 3 years of experience in non-profit accounting
- Demonstrated proficiency and experience in using QuickBooks
- Experience in processing payroll and filing payroll tax reports
- Competency and fluency with computer technology, the internet and e-mail required
- High degree of proficiency in communicating both verbally and in writing

## **CHARACTERISTICS NEEDED TO BE SUCCESSFUL IN THIS POSITION**

- Enjoys performing the day-to-day accounting functions that maintain a strong foundation for the organization and its non-profit mission
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines
- Effective time management skills and pro-active communicator
- Support and work closely with DFHR to accomplish departmental goals and deadlines
- Professional and friendly demeanor; foster teamwork; graceful under pressure
- Willingness to perform other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

- Supervise any temporary help in Finance department
- Assist the DFHR with the supervision of volunteers in preparation of the Markets

## **PHYSICAL and OTHER REQUIREMENTS**

- Ability to sit and/or stand for sustained periods of time
- Repetitive motion – substantial movements of the wrists, hands and fingers
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets
- Ability to occasionally lift up to 20 pounds

- Exposure to both indoor and outdoor environments
- Travel may be required
- A valid New Mexico driver's license is required

## **WORK ENVIRONMENT/DYNAMICS**

This position takes place in a fast-paced environment, especially during the two months prior to and two months following production of the annual market. The incumbent should be prepared to be on-call during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected, as is a high degree of personal integrity, confidentiality, and trustworthiness.

Resumes can be sent to [susan@folkartmarket.org](mailto:susan@folkartmarket.org)