NEW MEXICO SCHOOL FOR THE ARTS
ART INSTITUTE
500 Montezuma Avenue, Santa Fe, NM 87501
505.216.7888 • nmschoolforthearts.org

Organization Mission
The NMSA-Art Institute advances the next generation of artists by supporting the New Mexico School for the Arts, while also expanding access to arts education, fostering creative collaboration, and strengthening community engagement throughout New Mexico.

Position Title: Bookkeeper	Reports To: Executive Director
Status: Exempt	Effective Date:
Annual Schedule: Part-Time	Salary Range: $40,000 to $50,000

Job Description
The Bookkeeper maintains accurate, complete, and compliant financial records for the NMSA-Art Institute. This role manages day-to-day bookkeeping functions, including accounts payable and receivable, general ledger maintenance, bank reconciliations, and deposit processing, and supports budgeting, grant tracking, financial reporting, and internal controls. The ideal candidate has strong nonprofit accounting experience, a solid understanding of GAAP, and is committed to safeguarding the NMSA Art Institute's financial health in service of its mission.

Positions Supervised
Administrative Assistant

Responsibilities

General Bookkeeping & Financial Management
- Record all financial transactions in compliance with GAAP and nonprofit accounting standards
- Understand and follow the NMSA- Art Institute Chart of Accounts
- Maintain the General Ledger, ensuring all entries are coded correctly by program, department, or funding source.
- Reconcile bank and credit card statements monthly and resolve discrepancies in a timely manner.
- Post and reconcile daily deposits, including donations, grants, tuition, and program revenue.
- Support month-end and year-end closing processes.

Accounts Payable and Receivable
- Process and record incoming donations, grants, and other revenue streams.
- Prepare, process, and record all vendor payments and reimbursements, including verifying and coding invoices.
- Generate invoices, record incoming payments, and track receivables, following up on outstanding balances as necessary.
- Maintain organized, accurate vendor and donor records and supporting documentation.

Financial Reporting
- Prepare routine financial reports and summaries (e.g., cash balances, income statements, projections, cash flow reports, and expense detail) for review by leadership.
- Assist in preparing financial information for annual audits and tax filings, including Form 990.

Budgeting and Forecasting
- Track spending against budgets and grant allocations, alerting management to any discrepancies
- Work closely with the Executive Director and Artistic Director to monitor project-specific budgets.

Compliance and Internal Controls

- Ensure compliance with federal, state, and local financial regulations and internal financial policies.
- Maintain confidentiality of all financial data and ensure secure storage of financial records.
- Support the implementation of internal controls to safeguard the organization's assets.

Grant Tracking and Reporting

- Track and manage restricted and unrestricted funds in accordance with donor and grantor requirements.
- Prepare grant expenditure reports for funders in collaboration with program staff.

Payroll & Administrative Support

- Complete payroll processing and related recordkeeping as needed.
- Perform other bookkeeping and administrative duties as assigned.

Qualifications

- Bachelor's degree in accounting, finance, or a related field preferred; equivalent combination of education and experience considered.
- Minimum of 5 years of accounting/bookkeeping experience, preferably in a nonprofit setting.
- Proficiency in QuickBooks (or comparable accounting software) required; experience with CRM or donor management systems is a plus.
- Strong knowledge of GAAP, especially as it pertains to nonprofit accounting, including restricted and unrestricted fund tracking.
- Ability to analyze financial data and provide insights to leadership.
- High level of accuracy and strong attention to detail.
- Strong organizational and time-management skills, with the ability to manage multiple deadlines.
- Ability to handle sensitive financial information with discretion and confidentiality.
- Excellent written and verbal communication skills, with the ability to work collaboratively with other team members.
- Demonstrates a deep belief in and commitment to the mission of New Mexico School for the Arts

Performance Measurements

All Art Institute employees will be evaluated yearly and will create a professional development plan, including setting beginning-of-year goals. They will have a mid-year review, and an end-of-year review.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not intended to be a comprehensive listing of all activities, duties, and responsibilities required of an incumbent. This position description outlines the job's minimum requirements. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the job's minimum requirements. The Business Office houses finalized and approved job descriptions for all positions in the New Mexico School for the Arts and updates them periodically. Copies are available on request.

Diversity, Equity & Inclusion

NMSA High School, a public/private partnership comprised of the New Mexico School for the Arts High School ("School") and New Mexico School for the Arts- Art Institute ("Art Institute"), admits students of any race, color, national or ethnic origin, sex, gender identity, sexual orientation, culture, and religion or with any disability to all the rights, privileges, programs, and activities generally accorded or made available to its students. The Art Institute and School do not discriminate on the basis of race, color, national or ethnic origin, sex, gender identity, sexual orientation, culture, disability, or religion in administering its educational policies, admissions policies, financial aid programs, arts programs, and other programs.