

BOOKEEPER

The Lake Country Art Gallery is seeking a Bookkeeper to support weekly/monthly data entry, banking and accounting activities. Volunteering with us is rewarding experience and a wonderful opportunity to meet new people and to contribute to the arts culture of Lake Country!

The Organization: The Lake Country Public Art Gallery was established in 2010, and operates as a not-for-profit and charitable institution dedicated to serving the community of Lake Country and beyond through excellent exhibitions and engaging programs for a range of audiences and interests.

The Bookkeeper's Role:

- Supports weekly/monthly data entry and file management.
- Supports banking and other accounting tasks.
- Records financial transactions, invoices and receipts.
- Managing accounts payables and receivables.
- Maintains financial records.
- Provides financial data as needed.
- The general commitment for the role is 15 hours per month. Much of this can be worked remotely.

Qualifications:

- Previous bookkeeping experience is required.
- Strong working knowledge of Quick Books.
- Working knowledge of Dext and Karbon.
- Excellent problem solving, analytical skills and attention to detail.

How to Apply:

Please send a letter or email indicating your interest and general skills to: manager@lakecountryartgallery.ca

Inquiries, please contact Executive Director Petrina McNeill

The Lake Country Art Gallery is committed to diversity and welcomes applications from all individuals.