



MSA is hiring a **Full-Time Bookkeeper** to manage day-to-day bookkeeping, billing, and payroll support for our nonprofit arts organization. You'll be responsible for accurate financial records, timely billing and payments, and monthly reporting—working closely with leadership and external finance partners. Salary is negotiable, and while the role is not fully remote, some partially remote flexibility may be available.

Job Title: Bookkeeper (Full-Time)

Location/Work Model: Not fully remote (some partially remote flexibility may be available)

Compensation: Salary negotiable

MSA is seeking a **full-time Bookkeeper** to oversee bookkeeping, billing, and payroll-related financial processes for a nonprofit arts organization. You will manage accounts payable/receivable, deposits and reconciliations, tuition and program fee billing, expense tracking against budget, and support with payroll processing and monthly financial reports.

Requirements

- Proven previous knowledge/experience in bookkeeping, accounting, or financial management
- QuickBooks proficiency (or equivalent accounting software)
- Strong Excel skills and comfort working with Excel spreadsheets for reporting and reconciliation
- Familiarity with nonprofit financial practices, compliance, and audit support (preferred)
- Ability to maintain confidentiality, strong organization, and attention to detail
- Successful, compatible, clear, and professional communication with diverse leadership, staff, families, and vendors

Key Duties

- Accounting and Budget input into an established accounting system.

- Reconcile accounts and ensure accurate AP/AR processing
- Process billing for tuition/program fees and track revenue and expenses
- Support payroll processes with accuracy and compliance
- Prepare timely and accurate monthly financial reports for leadership and the Board
- Assist with annual audit in providing reconciliations, reports, and responding timely to requests for documentation and backup of financial transactions
- Coordinate with the Executive Director/Operations Manager and external partners
- Ensure compliance with Board policies, organizational procedures, and external (donor/legal/IRS) requirements.