



THE GUADALUPE

CULTURAL ARTS CENTER

Temporary Part-Time Bookkeeper

Job Description

Overview

We are seeking a detail-oriented and organized Temporary Part-Time Bookkeeper to help manage our financial operations and ensure accurate and timely bookkeeping. This role will handle financial transactions, maintain records, and support financial operations. The ideal candidate will have strong financial acumen, excellent communication skills, and the ability to work independently in a dynamic environment.

Key Responsibilities

Bookkeeping and Financial Transactions:

- Process tuition payments, fees, and donations, ensuring accurate recording and allocation
- Process accounts payable, including processing invoices and issuing payments
- Generate and issue receipts for all incoming donations
- Monitor past due accounts, send early past due notices, and follow up on outstanding balances
- Prepare and reconcile bank deposits, ensuring timely and accurate processing
- Review payroll reports from payroll/HR company for any discrepancies before Executive Director or Controller approve

Financial Recordkeeping:

- Maintain accurate and up-to-date financial records using accounting software (Quickbooks Online)
- Reconcile bank statements
- Assist with preparing monthly financial reports

Qualifications

Education and Experience:

- Minimum of 2 years of bookkeeping using Quickbooks online software
- Bookkeeping certificate *preferred*

- Bilingual (Spanish) *preferred*

Skills and Abilities:

- Proficiency in accounting software (QuickBooks Online) and Microsoft Office Suite (Excel, Word)
- Strong attention to detail and accuracy in financial recordkeeping
- Excellent organizational and time-management skills to handle multiple tasks and meet deadlines
- Effective communication skills for interacting with staff, vendors, and clients
- Ability to work independently and as part of a team
- Professional and confidential when dealing with financial and sensitive items

Additional Requirements:

- Knowledge of accounts payable/receivable processes and financial reporting
- Knowledge of non-profit accrual basis accounting
- Understanding of GAAP principals

Work Schedule and Compensation

- Temporary position term will be about 5 months
- Hours: 16-24 hours/week hybrid with 1 required onsite day- Thursdays every week
- Required to work the Tejano Conjunto Festival 05/15/2026 - 05/17/2026
- Compensation: \$20/hr or \$25/hr depending on qualifications