



## **Position: Administrative Assistant/Bookkeeper**

### **Posted: May 2019**

#### Job Summary

The Albuquerque Youth Symphony Program (AYSP) seeks an Administrative Assistant/Bookkeeper for one of the premiere youth orchestra programs in the United States. Founded in 1955 through a joint initiative between the Albuquerque Public Schools and the University of New Mexico, AYSP today is an independent non-profit organization under the governance of a board of directors.

Each year, AYSP enrolls approximately 500 students in grades 4 through 12 in eight large ensembles. AYSP's staff includes an Executive Director and Assistant Director, as well as an Artistic Director who oversees an instructional staff of eight conductors and numerous contracted music specialists. The organization also has a contracted, part-time Financial Coordinator who oversees the accounting functions of the organization. Finally, AYSP relies on a large pool of volunteers throughout the school year.

#### Job Description

The position is a regular part-time position that is budgeted for 18-20 hours per week. The Administrative Assistant/Bookkeeper will be performing general bookkeeping and accounts receivable and payable activities. The position may also be involved in general office administration activities as needed. Primary duties include:

- During the season (mid-August through April), the Administrative Assistant/Bookkeeper's work hours will generally coincide with office hours and Ensemble Rehearsals, for example: Mondays 2pm – 7pm; Wednesdays 2pm – 7pm; Fridays 10am – 1pm; Saturdays 8am – 1pm; summer hours to be determined but generally same number of hours per week. Work hours may be adjusted as needed.
- Process accounts payable
- Manage accounts receivable
- Enter student account information into AYSP database and Quickbooks
- Process bank deposits
- Work cooperatively with the board of directors, staff, parents, and volunteers
- Assist with compiling financial information needed for grant applications and reports

#### Necessary Qualifications:

- Minimum three years relevant (accounting) work experience **OR** Bachelor's or Associate's degree in accounting, or currently seeking a Bachelor's degree through an accredited college or university
- Experience with Quickbooks Desktop

- Self-motivated, strong organizational abilities including planning, delegating, and task facilitation, strong work ethic, and desire and ability to work with others
- Strong attention to detail
- Organization skills
- Analytic and problem solving skills
- Effective oral and written communication, including phone skills
- Experience with Microsoft Office applications (including Excel)
- Ability to work at a computer for an extended length of time.
- Experience in managing budgets, general knowledge of business systems and accounting

#### Additional Preferred Qualifications:

- Experience with Donor Perfect
- Related employment experience
- Successful non-profit work experience
- Spanish fluency or proficiency

#### Submit the following:

- Cover Letter
- Resume
- Completed AYSP Employment Application

#### To:

[jobs@aysmusic.org](mailto:jobs@aysmusic.org).

*Please direct inquiries to the above e-mail address with a contact phone number and/or email where you prefer to be reached.*