



BEAVER ISLAND IRISH HERITAGE GROUP JOB DESCRIPTION

Title: Contracted Administrative Assistant/Bookkeeper

Date: April 15, 2024

Reports to: Festival Director

Status: Part Time

Position Purpose and Objective:

The Beaver Island Irish Heritage Group (BIIHG) seeks a highly organized and detail-oriented Administrative Assistant/Bookkeeper to work with the Festival Coordinator and Board of Directors to provide support to the organization and overall financial management. This position is part-time and will require 10-15 hours per week throughout the year, with additional hours allotted around monthly close, major fundraisers and the fall event, the Beaver Island Irish Feile. This role offers the opportunity to work flexibly from home while providing essential administrative and bookkeeping support to our operations.

Scope and Environment:

This remote position allows you to work from the comfort of your own home, with occasional in-person meetings with staff and board members, with the flexibility to manage your hours and workload effectively to ensure the job is completed efficiently.

Essential Job Functions:

1. Bookkeeping Tasks:

- Maintain accurate financial records: Record day-to-day financial transactions, including purchases, sales, receipts, and payments using Quickbooks Online (QBO) financial management software.
- Reconcile bank statements: Regularly compare internal financial records with bank statements to ensure accuracy and identify any discrepancies.
- Process accounts payable and receivable: Manage invoices, process payments, and track outstanding balances owed to and by the company.
- Prepare financial reports: Generate and distribute financial statements, such as profit and loss statements and balance sheets, on a regular basis to provide insights into the organization's financial health.
- Assist with budgeting and forecasting: Collaborate with festival coordinator to develop and maintain budgets.
- Assist with the preparation of 1099 forms for contractors, and artists, as needed, during the end-of-year tax season.

2. Administrative/Organizational Tasks:

- Maintain Google Workspace for BIIHG and Festival Committee.
- Manage Donor Management Software (DonorSnap) in conjunction with the Board Treasurer, including processing donations, ensuring accurate record keeping and timely acknowledgement.
- Assist with fundraising initiatives throughout the year.
- Attend regular meetings with Festival Coordinator to assist in following up on any urgent/upcoming items in preparation for the event.



- Attend board meetings as deemed necessary by the Festival Coordinator.
- Support the marketing committee in designing and creating collateral throughout the year and for the event.

3. Event Specific Tasks:

- Assist with the preparation and execution of various events associated with the festival including but not limited to:
 - Beaver Island Irish American Hall of Fame
 - Contests
 - Marketing/Sponsorships
 - Currach Races
- Duties include ordering, receiving and preparing materials; designing certificates; organizing prizes; and ensuring coverage at various events.
- Work with vendors to prep and finalize various marketing collateral including walkway signs, sponsorship banners, festival program and website support.

Knowledge, Skills and Abilities Required:

- Working familiarity with technology/computer systems, specifically Google Drive, Quickbooks Online, and DonorSnap (or other donor management software)
- Ability to work with a team/Board of Directors, follow instructions & perform assigned tasks
- Ability to work independently and manage time effectively
- Problem solving ability with a consistent attention to detail
- Knowledge of non-profit organizations and/or event management
- Exceptional communication skills, with a courteous, positive attitude
- Marketing/graphic design skills a plus!

Preferred Qualifications:

Bookkeeping experience (Quickbooks Online a plus)

Benefits:

This is a contracted (1099) position.

Flexible remote work environment.

Opportunity to contribute to the growth and success of a new nonprofit organization.

Proposal Submission: Interested candidates should submit a proposal to the RFP as outlined on our website (irishfeile.com/job-openings), to Kitty McNamara, Festival Coordinator at emeraldisleirishfeile@gmail.com or mail to PO BOX 619, Beaver Island, MI 49782 by **May 6, 2024**.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and responsibilities may be requested at the sole discretion of the Board of Directors. The position is a contracted position.