



## WISE FOOL NEW MEXICO

1131-B Siler Road, Santa Fe, NM 87507

(505) 992-2588 [alishiya@wisefoolnm.org](mailto:alishiya@wisefoolnm.org)

[www.wisefoolnewmexico.org](http://www.wisefoolnewmexico.org)

### Part-time Bookkeeper

**REPORTING TO:** Co-Executive Director, Productions & Administration Director

**COMPENSATION:** \$18-\$35/hour depending on experience.

**STATUS:** Part-time 12 - 15 hours per week. This is a flexible position; there is a preference for the bookkeeper to be available half day per week in the Wise Fool office.

#### **ORGANIZATION SUMMARY:**

Wise Fool New Mexico (WFNM) is a nationally recognized social circus organization established in 2000 by a collective of queer women exploring puppetry and circus arts as a vehicle to promote social justice and healthy communities. Our mission is to ignite the imagination, build community, and promote social justice through performances and hands-on experiences in the arts of circus, puppetry, and theater. Over the years, Wise Fool has reached thousands of youth, adults, and families with circus classes and camps, creating more than 30 original productions such as Circus Luminous, CircAspire, Ignite, BUST!, and countless youth circus shows. The organization is led by three Co-Executive Directors.

#### **POSITION SUMMARY:**

The bookkeeper's main responsibility is to ensure the accuracy of the WFNM books and also produce financial reports as needed in order for leadership and board to fulfill their fiduciary oversight responsibilities. Ongoing responsibilities include tracking and managing financial transactions while maintaining accurate books on accounts payable and receivable (including creating invoices), payroll, daily financial entries and monthly reconciliations. In managing the organization's finances, the bookkeeper reports to the Productions & Administration Director (P&AD) and works closely with the Grants & Finance Coordinator (G&FC), and the position will require you at times to communicate with the rest of the leadership team.

#### **PRIMARY DUTIES:**

##### *Finance & Budgets*

- Oversees bookkeeping activities and financial records. Keeps abreast of current financial situation and assists the Leadership, Board, and G&FC in their meticulous cash flow management and overall maintenance of WFNM's financial health.
- Pay bills and process payroll on bi-weekly basis
- File payroll information with NM Department of Workforce Solutions quarterly
- Reconcile monthly bank statements - Century Bank, NUSENDA, and credit card statements
- Reconcile expenses from Pike13 (Class Registration), NEON (Donations, Ticket Sales)
- Maintain accurate transactions in QuickBooks such as accounts payable/receivables, and track open invoices
- Manage all insurance contracts, payments and reporting
- Manage business registration, filings with the NM Secretary of State and NM Attorney General
- Work with Leadership Team and Prepare Tax 990 filing documents in close work-relationship with all Co-Directors, G&FC, and external CPA office
- Prepare financial reports as needed by the Leadership, Board, and G&FC
- Prepare grant reconciliation reports in close collaboration with G&FC



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- Assist with the preparation, approval and monitoring of the annual budget

### *Admin*

- Filing and tracking of receipts, invoices, and payroll in paper and electronic form
- Keeping up to date files on accounting changes
- Keeping records of equipment and merchandise inventory
- Assists with HR duties including new hire documents, compliance, insurance and workers compensation

### **SKILLS/KNOWLEDGE REQUIREMENTS:**

#### *Required Qualifications*

- Three or more years experience working with non-profit or community organizations in financial management and/or accounting.
- An understanding of and commitment to social justice. Wise Fool defines social justice as “the equitable distribution of resources and information; space for the human spirit to thrive; and realization of the dignity and health of all beings, environments, and communities.”
- Skill and knowledge of PC technology, internet, Gmail and Google drive.
- Proficiently skilled in QuickBooks and NEONcrm. Ability to learn new software and database systems.
- Ability to communicate well, prioritize work, meet deadlines, delegate responsibility, and shift gears quickly. Highly organized and attentive to detail.
- Ability to work from home with a preference of someone who is able to come into the office once a week.

### **APPLICATION PROCESS**

**To Apply:** Please send your resume to Alishiya Kapoor at [alishiya@wisefoolnm.org](mailto:alishiya@wisefoolnm.org) no later than **September 6th**. Please submit Cover Letter, Resume, References, and compensation requirements.

**Hiring Timeline:** We will be closing this job posting on **September 6th, 2022**. Candidates will be interviewed and will be expected to start in September.