



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491, fax 208-726-2344
www.sunvalleycenter.org

Job Title: Data Entry and Finance Assistant

Reports To: Database Administrator

Purpose: Provides vital administrative support to the Development and Finance Department by assisting with general data-entry and financial reporting.

Finance and Administrative Event Support:

- Serve as support for controller with all data entry and accounts payable and accounts receivable.
 - Support Post-event financial reporting and collection of unpaid balance
- Support the efforts of the Special Events Fundraising Manager to keep accurate records of patron, sponsor, and in-kind contributor participation, including data entry of in-kind donations, contact information and initiating and following up on correspondence according to defined protocols
 - Input data associated with members, donors, Wine Auction and special events participants, in kind gifts and capital campaigns
- Support controller utilizing event and auction software

General Events:

- Assist box office with ticket sales and general customer service
- Serve as support to administrative assistant at front desk, providing coverage during times of high ticket sales, lunches and vacation
- Provide administrative support at program and fundraising events, (i.e. front-of-house duties, merchandise sales, etc.)
- Perform other duties as assigned

Key Interfaces:

This position will interface with the following groups:

- Database Manager
- Special Events Manager
- Director of Development
- Controller

Focus:

Internal Administration: 85%
General Public @ Events: 15%

Hours

- The position is a full-time non-exempt position.

- Regular hours are 9:00 – 5:00 Monday through Friday, with nights and weekends as needed based on program and event schedules

Education/Experience Required:

- Prior successful experience performing administrative, office and financial support functions such as AP, AR and financial reporting.
- Proficiency working with Quickbooks preferred
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Ability to learn new software and technology quickly
- Proven ability to manage multiple projects according to strict deadlines
- Database entry experience required and Raiser’s Edge or Blackbaud experience preferred
- Complete proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint and Outlook
- Team player with even temperament
- Willingness to focus on repetitive data-entry tasks
- Valid Driver’s License

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps.

The Sun Valley Center is an Equal Opportunity Employer

To Apply

Send resume and letter of interest and resume to information@sunvalleycenter.org