



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: Finance and Database Coordinator

Reports To: Finance Manager

Purpose: The Finance and Database Coordinator provides vital support to the Finance Manager and Database Administrator by assisting with daily bookkeeping, financial reporting and data-entry, as well as general administrative support.

Finance Support:

- Perform daily bookkeeping tasks such as entry of accounts payable and accounts receivable into QuickBooks
- Assist Finance Manager with weekly and monthly financial reporting
- Support post-event financial reporting using auction software used in annual Wine Auction
- Support invoicing and collection process
- Manage charge accounts with oversight from Finance Manager
- Manage gift certificates and patron credit balances with oversight from Finance Manager
- Provide monthly financial reconciliation between departments

Database Support:

- Support the Database Administrator in keeping clean and accurate records
- Provide entry of ticket sales and patron information into database as needed
- Assist in entry of all in-kind donations, including gifts for the annual Wine Auction
- Create and run queries as necessary to support the Database Administrator
- Provide monthly membership category reconciliation

Administrative Support:

- Serve as support to the Administrative Assistant at the front desk, providing coverage during time of high ticket sales, sickness or vacation
- Provide administrative support at program and fundraising events such as box office and will call, merchandise sales or volunteer management
- Support Finance Manager with basic Operations or Human Resource tasks
- Perform other administrative duties as needed

Key Interfaces:

This position will interface with the following groups:

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

Focus:

Internal Administration: 80%

General Events: 20%

Hours

- The position is full-time and non-exempt
- The Center's regular hours are 9:00 am to 5:00 pm, Monday through Friday
- Night and weekend hours may be required based on program and event schedules

Education/Experience Required:

- Experience in basic accounting, such as accounts payable and accounts receivable
- Experience in data entry
- Proficiency in QuickBooks or similar accounting software is required
- Experience in Raiser's Edge or Blackbaud databases is preferred
- Ability to learn new software and technology quickly
- Experience in customer service roles
- Strong organizational skills and proven record of success with complex and detail-oriented assignments
- Proven ability to manage multiple projects according to strict deadlines
- Complete proficiency with Microsoft Office applications, especially Excel, Word 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 with subject, "Finance and Database Assistant."