



## 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](http://www.sunvalleycenter.org)

**Job Title:** Finance Assistant

**Reports To:** Finance Manager

**Purpose:** The Finance Assistant is a part-time, entry-level position that provides vital support to The Center by performing daily bookkeeping tasks such as accounts payable and accounts receivable. The Finance Assistant is responsible for the collection and recording of financial information in a timely manner to ensure all balances are up to date for financial reporting. The Finance Assistant is both analytical and a creative problem-solver with ability to work independently and as a team.

### Primary Tasks:

- Input accounts receivable, including ticket sales and donations
- Input accounts payable and manage charge accounts
- Prepare invoices and assist in the collection process
- Maintain gift certificate and patron credit balances
- Support the Finance Manager with reporting and analysis of data
- Provide monthly reconciliation between the Finance and Development departments to ensure clean and accurate records across the organization

### Secondary Tasks:

- Establish proficiency in resident database (Raiser's Edge) and ticketing system (OvationTix)
- 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 administrative tasks as needed

### Key Interfaces:

This position will interface with the following groups:

- Finance Manager
- Database Manager
- Director of Development

### Focus:

Internal Administration: 80%

General Events: 20%

### Hours

- The position is part-time and non-exempt
- Set schedule will be mutually agreed upon and will be within regular business hours
- Occasional night and weekend hours may be required based on program and event schedules

**Education/Experience Required:**

- Bachelor's degree or equivalent experience in finance or banking
- Experience with QuickBooks is preferred
- Experience in data-entry and record-keeping
- Detail-oriented with strong organizational skills
- Proven ability to manage multiple projects according to strict deadlines
- Ability to learn new software and technology quickly
- Ability to work independently and as a team with an even temperament
- Complete proficiency with Microsoft Office applications, especially Excel, Word and Outlook
- Experience in OvationTix or similar ticketing software is desirable
- Experience in Raiser's Edge or Blackbaud databases is desirable
- 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](mailto:information@sunvalleycenter.org) with subject, "Finance Assistant."