

January 29, 2018



the place where creativity grows

362 N. Martin Luther King Blvd.
Lexington, KY 40508
859-252-5222 or 255-2284
www.LASCLEX.org

Office Accountant – Job Posting

Full-time position

Organizational Overview

The Living Arts & Science Center (LASC) is a not-for-profit organization now in their 49th year of providing creative and unique programs in the arts and sciences for children and adults. In April, 2016, the LASC opened the new Lucille Caudill Little Discovery Center, an 11,000 square foot addition to their renovated historic building, the Kincaid House. The new addition and renovated facility includes expanded art and science exhibition space, Lexington's only Planetarium, a Clay Studio, a Digital Media Lab, a Teaching Kitchen, a Children's Art Gallery, new classroom space, and 1.5 acres with gardens, native Kentucky plantings, and a man-made waterfall and stream.

The LASC focuses on participatory and educational programs and events and engages the community through numerous art exhibits, over 300 classes and workshops per year, field trip programs for over 10,000 Kentucky school children, traveling art and science programs, in-school and after-school art and science programs, community events such as an annual Day of the Dead Festival, and numerous community art projects and programs in their own facility as well as at numerous community events. The LASC also provides free art and science programs in schools with high percentages of at-risk students as well as in social service agencies, libraries, and at community events.

Job Summary

The Living Arts & Science Center is seeking an experienced, responsible, and reliable professional to oversee and manage the day-to-day, monthly and annual financial needs of this growing non-profit organization. The Office Accountant will thrive in a collaborative, entrepreneurial and outcome-driven environment, be flexible to changing needs and contribute strategically to the overall mission of the organization. Job duties will include:

- Balance and maintain accurate ledgers utilizing Quickbooks – Non-Profit
- Maintain cash flow by reconciling bank accounts and tracking monthly expenses
- Monitor office expenses and tally and enter cash receipts
- Create invoices and collect receivables
- Track and pay vendor invoices
- Develop monthly financial statements, including cash flow, profit/loss statements balance sheets, credit reports, and bank statements
- Prepare quarterly and monthly tax returns, along with payroll, operating and business taxes
- Maintain employee records and prepare bi-monthly payroll
- Maintain employee benefits records
- Order supplies and materials

- Manage main enrollment and mailing list databases
- Maintain membership and scholarship records and scholarship funds
- Track and identify expenses and payments for grants and programs
- Implement report production, productivity and quality standards
- Set-up class schedules on enrollment database
- Monitor company financial goals
- Interact with students, parents, donors, board members, teachers and other associates
- Provide some supervision of part-time retail shop staff and interns
- Assist with fundraisers and other public events

Job Qualifications

The LASC is seeking applicants with the following qualifications and experience:

- Bachelor's Degree in Accounting, Finance or a related field
- 4+ years accounting experience
- 3+ years of experience with non-profit organizations
- Proficiency with Quickbooks (preferably the non-profit version)
- Proficiency with Microsoft Office (excel and word)
- Experience with database and mailing list management
- Excellent customer service and helpful attitude
- Excellent phone, verbal and written communication skills
- Results-oriented
- Impeccable attention to detail and accuracy
- Ability to ensure confidentiality

The Living Arts & Science Center offers a creative and congenial working environment in an exciting new facility in downtown Lexington. Benefits include paid PTO, 10 paid holidays, Healthcare, Dental and Vision plans, an FSA, a Simple IRA plan, and some flexibility in work schedules. Salary dependent upon qualifications and experience. Hiring will be dependent upon a background check.

Interested applicants should submit a letter, resume, and 3 professional references to:

TO: Office Accountant Search
 Living Arts & Science Center
 362 N. Martin Luther King Blvd.
 Lexington, KY 40508

Mailed materials are preferred but emails will be accepted. NO PHONE CALLS PLEASE. Email: HLYONS@LASCLEX.org