LANESBORO ARTS

FINANCIAL ADMINISTRATOR

Overview

Lanesboro Arts is a non-profit, multidisciplinary arts organization working to weave the arts into the social and municipal fabric of Lanesboro, MN. It offers accessible programs, including visual art galleries, performing arts at the St. Mane Theatre, artist residencies, public art projects, and educational outreach. Lanesboro Arts has a 45+ year legacy of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. Lanesboro Arts works closely with local government and cross-sector partners to activate the people and places of Lanesboro, contributing to a national model for revitalizing and sustaining small towns. Lanesboro Arts' work is centered on the belief that artists and the arts have the potential to transform communities and make positive change across sectors.

Lanesboro Arts is looking for a part-time, contractor Financial Administrator position who will be instrumental in maintaining a strong financial foundation to support the organization. The person who fills this position will be a detail-loving, self-starter who sees the beauty in the systems and processes that propel organizations forward. Even though the contract position is part-time, the Financial Administrator will find camaraderie and support from the Lanesboro Arts team and perform work that is critical for the organization's mission, projects and programs. The new staff will work closely with the Executive Director to ensure financial accuracy and accountability.

Responsibilities

- Maintain all financial processes, ensuring financial activity is correctly entered into Quickbooks.
- Reconcile all bank statements for the month in Quickbooks and record journal entries as appropriate.
- Work with the auditor to help prepare our form 990 and participate in year-end closing.
- Oversee all payroll functions including but not limited to entering employee hours into Quickbooks, updating employee records, and paying taxes as appropriate.
- Create and send out employee W2's at the end of year.
- Help manage and oversee accounts payable including processing employee expense reports, consignment payments, invoices, reimbursements, check requests, and logging debit card transactions.
- Manage accounts receivable by recording advancement, event and gallery deposit sheets in Quickbooks, performing bank deposits as needed, leading all invoicing efforts, and assist with tracking grant payments.

LANESBORO ARTS

- Track State sales/use tax and City lodging tax and ensure timely payments each month.
- Help maintain the filing system of supporting documentation for all financial activity.
- Help oversee the collection of W-9s and send out 1099s at the end of the year.
- Work with the Auditor, Board and Executive Director to continue streamlining and improving financial processes. Assist in the development of the annual budget.
- Help track and generate financial reports for programs, fundraisers, grants and board meetings.
- Help with the renewal of insurance policies and various licenses.

Position Information

- This is an hourly part-time contractor position in a flexible work environment estimated at approximately 8 hours a week. Lanesboro Arts requests proposals for hourly contracting rates reflective of experience. Benefits are not included as this is a contractor position. Most duties and responsibilities may be performed remotely, but some on-site time in the office may be required.

Knowledge, skills and abilities

- Associate's or Bachelor's degree in accounting, business, finance, or related field
- Experience working in a nonprofit setting and/or familiarity with nonprofit financial and tax practices
- Knowledge of generally accepted accounting principles
- Essential: Experience with Quickbooks
- Strong administrative, time-management and organizational skills
- Proficient in Microsoft Office and Google Apps Products
- Excellent interpersonal skill and ability to multitask and prioritize
- Demonstrated ability to effectively work both independently and as part of a team
- Ability to be detail oriented while maintaining focus on “big picture” of the organization

How to Apply

This contract position will remain open until filled. Ideal candidates will be able to start in November 2026. Qualified candidates should send a resume, cover letter and references to kara@lanesboroarts.org. Applications will be reviewed on a rolling basis by the Lanesboro Arts Leadership Team. No phone calls, please. Lanesboro Arts is an equal opportunity employer.