



**Job Title:** Non-Profit Office Manager/Bookkeeper

**Location:** Congdon Yards, High Point, NC

**Employment Type:** Full-Time

### **About The Art Gallery (TAG):**

The Art Gallery (TAG) is a mission-driven non-profit organization located in **Congdon Yards, High Point, NC**, dedicated to promoting and supporting the arts within our community. We provide a platform for visual artists, engage the public through exhibitions and programs, and cultivate meaningful connections between art and society.

### **Position Overview:**

TAG is seeking a highly organized and detail-oriented **Office Manager/Bookkeeper** to oversee financial operations, administrative tasks, and gallery store support. This role is essential in ensuring smooth day-to-day operations, maintaining financial integrity, and supporting fundraising efforts. The ideal candidate will have strong bookkeeping skills, experience with donor databases, and proficiency with various digital tools used in non-profit management and online sales.

### **Key Responsibilities:**

#### **Bookkeeping & Financial Management:**

- Maintain accurate financial records, including accounts payable and receivable.
- Prepare and make bank deposits, write checks, and ensure timely payments.
- Conduct month-end reconciliations and generate monthly financial reports.
- Manage payroll processing and related tax filings.
- Assist with budget preparation and financial planning.

#### **Administrative & Office Management:**

- Maintain donor database (**eTapestry**) and ensure accurate donor records.
- Support fundraising efforts, including managing **BidPal** for the annual Gala.
- Utilize digital platforms like **MailChimp, Square, and Stripe** for communications and transactions.

- Handle general office duties such as filing, correspondence, and supply management.
- Work closely with the Executive Director and Board to support operational needs.

### **Gallery Store Support:**

- Manage backend operations of TAG's online gallery store through **Shopify**.
- Update product listings, monitor inventory, and process online transactions.
- Assist with reconciling Shopify sales with financial records.
- Provide customer support for online sales inquiries and order fulfillment.

### **Qualifications & Skills:**

- Prior bookkeeping experience required (non-profit experience preferred).
- Proficiency in **QuickBooks** or similar accounting software.
- Experience with donor management software is a plus (**eTapestry** preferred).
- Familiarity with fundraising and event management tools is a plus (**BidPal, MailChimp, Square, Stripe**).
- Strong attention to detail and ability to manage multiple tasks.
- Excellent communication and problem-solving skills.
- Passion for the arts and the non-profit sector is a plus!

### **How to Apply:**

Interested candidates should submit a resume and cover letter to [info@tagart.org](mailto:info@tagart.org) with the subject line "**Office Manager/Bookkeeper Application.**"

Join **The Art Gallery (TAG) at Congdon Yards in High Point, NC**, and help us make a lasting impact in the arts community!

---