



## **BNA / BUMP Bookkeeper**

### **DESCRIPTION**

The Beltline Neighbourhoods Association is seeking a part-time bookkeeper to work as part of a dynamic team of staff and volunteers behind exciting initiatives including the BUMP Festival, High Park, and the McHugh Community & Arts Hub.

Started in 2017 as the Beltline Urban Murals Project, the community-led, artist-focused BUMP Festival has exploded to become a city-wide street art movement reimagining public spaces through the visual arts and expanding the capacity of the local arts community. A diverse jury selects from among local, national and international artists for the BUMP Festival's annual exhibition of new mural, Road Works and graffiti works in Calgary.

We believe that public art can enrich communities, create beautiful and captivating places, provoke conversation and add beauty to the everyday. To date, the BUMP Festival has transformed Calgary with over 180+ public art installations capturing the imagination of residents and visitors in a celebration of the arts and community.

### **KEY RESPONSIBILITIES**

#### **Administrative**

Managing ongoing administration including invoice tracking across multiple budgets, monthly bookkeeping.

- Working with various project managers to ensure accurate entry of project expenses and revenues in Quickbooks
- Weekly reconciliation of bank accounts and Quickbooks
- Processing regular EFT payments to vendors and setup of new vendors in our system
- Payroll processing through Ceridian
- Support the creation of year-end reports including financial statements and interim and final grant reports

#### **Mentorship**

- Contribute to BUMP's overall strategies as an enthusiastic, collaborative, and supportive team member
- Work collaboratively within the BUMP Team to problem solve and ensure success of the Festival



- Commit to ongoing education pertaining to truth and reconciliation, equity, inclusion, anti-racism and anti-oppression. The successful candidate will support and encourage an inclusive, anti-racist, and equitable workplace.

### **Experience Requirements & Competencies**

We are seeking highly motivated professionals who are passionate about community building and the arts in Calgary. The successful candidate will possess:

- Experience in bookkeeping for non-profits and arts organizations
- Experience using Quickbooks
- Experience using Google Sheets
- Experience organizing EFT payments to external vendors
- Experience managing payroll with Ceridian or equivalent system

### **An Empowering Work Environment**

BUMP Festival is operated by a small but mighty team of art enthusiasts and advocates who are always ready to roll up their sleeves to make things happen. We operate on respectful communication, and unique perspectives/experiences, and collaborate to achieve our goals. It is the type of team environment where many hands make strong work. We get together when solving problems and celebrate when our team achieves success.

Our headquarters are located at the historic McHugh House Community and Arts Hub, which sits at the corner of 17 Avenue SW and Centre Street S. Along with plenty of office space, we offer the opportunity for hybrid work from home or around town through a fully cloud-based environment. Please keep in mind that the Mural Coordinator may need to be at different sites per the event's programming.

### **Our Offer**

The candidate will work part-time hours 8-16 hours per week. Core work hours are business hours Monday-Friday.

### **How to Apply**

Please submit your resume and cover letter via the following link: [BUMP Staff Applications 2023](#) before 5 pm MST on Friday, March 24th, 2023. Applicants can submit for more than one role, but please state your preferred position.

### **Your cover letter must answer the following questions:**

1. Why are you interested in this role with BUMP?
2. What are your transferable skills and/or experience related to the position you are applying for?



### 3. Why is public art important in Calgary?

More information can be found at [yycbump.ca](http://yycbump.ca)

The Beltline Neighbourhoods Association is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind.

#### **BUMP Honours the Land of Moh'kins'tsis**

BUMP is committed to seeking truth and reconciliation. Our values are centred around community, diversity, equity, inclusion, anti-racism and anti-oppression. We strongly invite and encourage all members of Indigenous and racialized communities, people with disabilities, LGBTQIAS+ and women to apply.

In the spirit of respect, reciprocity and truth, BUMP honours and acknowledges the Treaty 7 territory and oral practices of the Blackfoot Confederacy (including the Siksika, Kainai, Piikani First Nations), as well as the Îyâxe (Stoney) Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations), and Tsuut'ina First Nation.