**Overview**

CALL // City as Living Laboratory’s mission is to harness the creative practices of artists in collaboration with the skills and knowledge of scientists, experts, and communities to improve the environment. CALL’s programming is supported by in-depth research and is designed to directly influence how people encounter and experience current environmental challenges. CALL’s aim is to enrich people’s capacity to make meaning of these challenges and assist broad urban audiences in discovering agency, purpose and a voice in setting priorities for solutions. Founded by artist Mary Miss in 2009, CALL produces large scale, ambitious projects which grow out of grassroots environmental concerns in the cities and neighborhoods they are situated in.

**Purpose**

CALL/City as Living Laboratory seeks a part-time Bookkeeper (approximately 8-12 hours/week). The Bookkeeper will work closely with the Executive Director, Program Manager and Milwaukee Project Manager to ensure transparent and organized financial records and processes. This role can be office-based or remote.

**Responsibilities include:**

- Recording all CALL income and expenses
- Grant, interim and final reports and other grant compliance as needed
- Regular reports including P&L, Balance sheets, individual program expenses & Cash Flow forecasts
- Work with accountant to prepare all materials for the annual audit/financial report
- Invoicing and payments to contractors and vendors
- Processing payroll and benefits
- Assisting with CRM / QuickBooks Reconciliation as needed.

**Requirements:**

- 5+ years of nonprofit bookkeeping experience, with expertise tracking grants and program expenditure
- Meticulous attention to detail with high level organizational skills
- Reliability, trustworthiness and commitment to responsibilities
- Expert knowledge of Excel and Quickbooks Nonprofit
- Ability to self-motivate and work independently
- Ability to translate financial records into a easily discernable/ readable reports.
- Flexible approach

**Desirable Skills:**

- Experience of working with Customer Relationship Management tools (CRM). CALL uses DonorPerfect.

**To Apply:** Please send a resume or CV and brief cover letter detailing your interest in the position and relevant experience to info@cityaslivinglab.org

This role can be combined with a second role as the Bookkeeper for Mary Miss Studio, for an additional 6-8 hours per week. Please indicate in your cover letter if you are interested in both roles.