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POSITION ANNOUNCEMENT: Office Manager

Updated January 2026

The Arts Council of York County is seeking an experienced professional to serve as its full-time Office & Accounts Manager. This position will be responsible for the day-to-day financial transactions and records, as well as business office, artist studio and facilities management, and event rentals.

POSITION STATUS: Full Time
PAYROLL: Hourly, Non-exempt
SALARY RANGE: \$18.27-\$19.71 per hour plus paid holidays; paid vacation, personal time off; and Simple IRA with Arts Council match.
LOCATION: Rock Hill, SC
HOURS/SCHEDULE: Monday – Friday, 9 AM – 5 PM; evenings, occasional weekends
REPORTS TO: Executive Director

JOB RESPONSIBILITIES

FINANCIAL & HR MANAGEMENT

- **Bookkeeping:** Execute all AP/AR functions in QuickBooks Online; perform monthly bank reconciliations and year-end audit preparation.
- **Reporting:** Prepare monthly financial packets for the Board of Directors and ensure GAAP compliance.
- **Payroll & Compliance:** Process bi-weekly payroll, manage 1099s, and handle new-hire onboarding documentation. Comply with local, state, and federal government reporting requirements.

OPERATIONS & FACILITY MANAGEMENT

- **Guest Experience:** Act as the primary point of contact for visitors, answering inquiries.
- **Rental Coordination:** For Artist Studio and External Facility Rentals - Manage inquiries, contracts, and scheduling for the Center for the Arts, Tom S. Gettys Center, & Lesslie Arts Space.
- **Tenant Relations:** Oversee artist studio leases, collect rent, and coordinate necessary facility maintenance with external vendors.
- **Event Support:** Coordinate logistics for events, including set-up/breakdown and onsite staffing for evening/weekend programs.

DONOR & DATA INTEGRITY

- **Database Management:** Maintain the Arts People CRM, ensuring accurate gift entry, donor records, and timely acknowledgment letters.
- **Grants Support:** Compile attendance and financial data for grant reporting requirements.

EVENTS & ADMINISTRATIVE

- Assist with events, including planning and operations as needed.
- Attend staff and other meetings as appropriate.
- Supervise and delegate tasks to Arts Council intern(s) as needed.
- Provide support for other staff and perform other duties as assigned.

PREFERRED EDUCATION, QUALIFICATIONS, AND SKILLS

EDUCATION/EXPERIENCE

- Associate degree in accounting/bookkeeping (Bachelor's Degree in Business Administration or Accounting preferred).
- 3 - 5 years of work experience in an administrative/office management role that included bookkeeping

TECHNICAL PROFICIENCY REQUIRED

- Understanding of best accounting practices in accordance with GAAP
- Nonprofit bookkeeping experience preferred
- Proficient with QuickBooks Online, Microsoft Office (especially Excel), Google products, and CRM database systems with aptitude to learn new software and systems

SKILLS

- Ability to handle confidential information
- Exceptional attention to detail
- Strong organizational, problem-solving, and time management skills
- Ability to work independently as well as collaboratively with team
- Excellent oral and written communication skills
- Proficient in data entry
- Ability to lift 25 pounds and move furniture as needed

WORK STYLE

- Ability to work flexible hours, including occasional evenings and weekends, as needed.
- Ability to work independently and collaboratively
- Adaptability in a fast-paced, creative environment.

TO APPLY

Interested applicants should submit a cover letter briefly explaining your experience, a résumé, a list of three references with contact information (only to be contacted if applicant is a finalist) to Melanie Cooper at mcooper@yorkcountyarts.org or mail in application materials to Arts Council of York County, ATTN: Melanie Cooper, PO Box 2797, Rock Hill, SC 29732.

Employment may be contingent upon the results of a favorable reference check and a criminal background check, which includes information from the S.C. Law Enforcement Department (SLED).

Applications received by Friday, February 13, 2026 will receive first consideration. The Arts Council will continue to accept applications until the position is filled.

GENERAL ORGANIZATIONAL INFORMATION

Founded in 1977, the Arts Council of York County's vision is to create and support a thriving, diverse, and vibrant arts community. The mission is to create arts programming that encourages education, economic development, and arts advocacy through unique art experiences that engage the community to make York County a regional arts destination.

Centrally located in historic Old Town Rock Hill, the Arts Council has established an arts anchor on three blocks of Main Street. The Center for the Arts, housed in two 100-year-old buildings, is currently home to the Arts Council offices, classroom space, artist studios, and three gallery spaces. The Tom S. Gettys Center, also one of Rock Hill's historic buildings, is home to artist studios and the Courtroom event space. The Lesslie Arts Space was recently leased and is the future home of local studio artists. Signature events include the Blues & Jazz Festival, Ironweed Bluegrass Special, Underexposed Film Festival yc, and First Fridays Rock Hill.

The Arts Council of York County is an equal opportunity employer.