



2921 Hoyt Ave., Everett, WA 98201 Tel. 425.259.5050

Bookkeeper position open 5/1/2024

The Schack Art Center is a regional not-for-profit Visual Art Center whose mission is to promote the visual arts in Snohomish County. We offer art for sale, art classes & camps, festivals, studio rentals and fundraising events all to promote our local artists. Located in downtown Everett, we have a Gallery Store, art exhibits, state of the art glass blowing studio, 9 working art studios and pre-K-12 education programs. We are visited annually by over 150,000 patrons and are in a financially sound position. We welcome the advancement of our employees both in their career and artistically. We believe that the workplace should be a positive and collaborative setting.

This position is 20-28 hours per week, opportunity for a flexible schedule, hourly range \$26-\$32 plus benefits including IRA contribution, discount on classes and art sales and paid time-off.

Reports Directly To: Executive Director:

- BOOKKEEPING is the focus of this position. QuickBooks experience is REQUIRED.
- Weekly will handle all bookkeeping and financials of Schack's operations.
 - General ledger maintenance, daily cash receipts, account reconciliations, financial statement preparation, accounts payable, accounts receivable, petty cash, weekly Gallery sales, fundraising receipts and all payroll functions.
- Reporting responsibilities:
 - Quarterly tax reports, monthly Department of Revenue and annual report to the Secretary of State.
 - Monthly Financial reports for the Board of Director and Quarterly reports to the Executive Director.
- Yearend responsibilities:
 - Work with CPA to prepare 990 and Financial Statements, adjusting entries, 1099's.
 - Employee W2 forms
 - Annual nonprofit reports

Miscellaneous Administrative Duties:

- Maintain employee files, manage new employee on boarding, insurance and IRA accounts process along with other HR duties.
- Process and mail membership packets.
- Record all donations and send thank you acknowledgment letters.

Background:

- Experience in accounting and payroll for a small business.
- Must have experience with QuickBooks and Microsoft Office particularly, Microsoft Excel.
- Individual must have strong planning and organizational skills.
- Individual must be energetic, enthusiastic and demonstrate initiative in completing all tasks at hand in a timely manner.
- The ideal candidate will be detail-oriented, proactive, driven and a very focused individual.

Breakdown of Specific Job Duties:

- Monitor the activity and reconcile company bank accounts.
- Oversee Accounts Payable to include coding invoices and maintaining vendor files.
- Oversee Accounts Receivable to include invoicing sponsors, maintain customer files, process payments, and reconcile accounts.
- Perform payroll functions.
- Verify and record deposits for all areas of the business.
- Produce monthly financial statements.
- Candidates must have experience with monthly, quarterly and annual filings, payroll and excise taxes (State/Federal/Local), and financial statements.
- HR duties include overseeing employee files, handling new hire paperwork.
- Additional Financial duties as needed.
- Please note: We are looking for a person that is a top-notch numbers person. That is the focus of this job.

Salary range \$26 - \$32 per hour (based on experience). Salary plus benefits including matching IRA, discount on classes and sales, flexible schedule and Paid time-off.

Qualified applicants should send a cover letter and resume to JTuohey@Schack.org, position closes when hire is found.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.