

# Job description – Accounting Clerk

## **Position Summary – Part-Time, Non-Exempt**

Handle the day-to-day processing of accounts payable, biweekly payroll, and posting of weekly deposits. Generate grant invoices and submit to funding sources. Maintain accounting records. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other employees. File monthly and quarterly sales tax and business property tax under the direction of the Finance Director

## **Duties**

- Process Accounts Payable by entering bills timely in to QuickBooks Online
- Complete occasional billing invoices and submit to grant providers
- Prepare bi-weekly payroll using full-service Intuit payroll system, through QuickBooks Online
- Meet with Finance Director once a week to review accounting updates, processes, and procedures
- Work with Administrative Assistant to review program funding/deposits and grant/contract requirements
- Maintain Accounts Payable, Payroll, and other company accounting files
- Perform other related duties as needed

## **Qualifications**

- Minimum 2 years accounting experience, preferably with nonprofit agency
- QuickBooks Online experience preferred or 2 years experience with QuickBooks desktop versions
- Advanced knowledge of Microsoft Excel
- Associates degree in Accounting (or 5 years related work experience)
- Good planning and organizational skills
- Accuracy and attention to detail are VERY important in this role
- Must demonstrate a high level of confidentiality, appreciates the importance, value and responsibilities of processing personal data
- Strong customer-service mindset for both internal and external customers
- Good communication (oral and written), detail-oriented, efficient and pro-active skills
- Proficiency in Microsoft Office (Word and Outlook) and Google Docs
- Prior experience in a fast paced, customer based office setting preferred

## **Attributes**

- Excellent communication skills - ability to communicate project status and key issues effectively to clients and management.

- Excellent teamwork skills
- Fluent spoken and written English
- Determine work priorities for yourself in accordance with project plans, timelines, fluid work demands, and implementation policies and practices.
- Energetic self-starter with the ability to learn/grow in position
- Ability to think logically
- Excellent time management skills
- Superb problem-solving skills
- Ability to perform work in accord with established company policies, procedures & priorities

Sebastopol Center for the Arts is a dynamic community arts organization committed to cultivating creativity and inspiration. For over 30 years, SCA has been a destination for artists and arts enthusiasts- our award winning programs provide ways to experience and explore culture through diverse forms of creative expression.

Please attach: Resume, Cover Letter, and 3 references. Equal Employment Opportunity  
Contact Elizabeth Machado, [elizabethm@sebarts.org](mailto:elizabethm@sebarts.org) 707-829-4797