

## **Job post summary**

**Date posted:** March 23, 2026

**Pay:** From \$22.50 per hour

Bookkeeper Job Announcement

## **Job Description**

### Position Overview

Willamette Art Center seeks a part-time bookkeeper to join our community art center staff. The ideal candidate is efficient, detail-oriented, skilled in problem-solving, and is very knowledgeable about QuickBooks Online.

About Our Workplace: The Willamette Art Center is Salem's only community art center for hands-on activities and ceramics. The Willamette Art Center's programming, services and activities revolve around three main areas: art education and promotion, art opportunity and community betterment through art. Classes, workshops, studio workspace, Family Clay Sundays, and more are offered year-round.

### Key Responsibilities

#### Data Assessment

- Ensure financial systems and procedures comply with Generally Accepted Accounting Principles and all applicable local, state, and federal laws and regulations.
- Evaluate the current chart of accounts for accuracy and make necessary adjustments to reflect the organization's business structure better.
- Review and properly categorize all transactions within QuickBooks, ensuring accurate assignment to relevant income and expense accounts.

#### Process accounts payable

Process and prepare checks for all payable bills, invoices, instructor fees, and lease payments, as approved by the Executive Director, in accordance with WAC's policies.

#### Process payroll

Work with the payroll processing firm to ensure withholdings are correct and payments are timely.

## Reconciliation

Reconcile bank statements, credit card statements, and other systems used by the organization to conduct financial transactions.

## Reporting

- Generate accurate financial reports, including profit and loss statements, balance sheets, and cash flow statements, after data cleanup. Assist the accountant in 990 filing and respond to other accountants' requests. Prepare and mail annual 1099 tax returns. Prepare and process necessary documents for processing local, state, and federal agency registrations.
- Support the Budget Committee with reports and transactional information.
- Support the biennial audit process by preparing paperwork.
- Follow appropriate grant accounting processes in order to prepare budgets for grant proposals and provide financial reports.

## Skills

- **QuickBooks Proficiency:** Extensive knowledge of QuickBooks features and functionalities, including account management, transaction recording, and reconciliation tools.
- **Accounting Fundamentals:** Solid understanding of basic accounting principles, such as debits and credits, double-entry bookkeeping, and financial statement analysis.
- **Analytical Skills:** Ability to identify patterns, discrepancies, and potential issues within financial data.
- **Attention to Detail:** Meticulous focus on accuracy and precision when reviewing financial information.
- **Problem-Solving:** Capability to troubleshoot bookkeeping issues and find practical solutions.

## Software

- Ability to quickly learn and use new systems such as a CRM
- QuickBooks Online

- Google Workspace

#### Education and certification

- High school diploma, with an associate degree in accounting or finance preferred
- QuickBooks User Certification preferred

#### Work Hours and Benefits

This job is part-time, with a maximum of 40 hours per month, subject to workload. Employees are eligible for unpaid leave and other applicable state and federal leave.

- Remote work with approval
- Access to the studio during open studio hours
- Ability to audit one class and one workshop each year
- Extension of some volunteer benefits, which includes 20% off clay, classes or workshops)

Pay: \$22.50 an hour

To apply, submit a resume and cover letter to [lisa@willametteartcenter.com](mailto:lisa@willametteartcenter.com). Feel free to contact us with questions at 503-365-3911.

Job Type: Part-time

Ability to Commute:

- Salem, OR 97301 (Required)

Location: Hybrid - some work must be completed in the facility.