Full-time: Assistant Accountant

OVERVIEW:
The Kimball Art Center in Park City is seeking a **full-time accountant** to assist the finance director in all areas of accounting (accounts receivable, accounts payable, payroll/HR, month-end reconciliations) and selected office management and system set-up tasks.

QUALIFICATIONS/SKILLS:

- Must have strong organizational skills and the ability to prioritize effectively to meet deadlines.
- Able to multitask and work efficiently within close time constraints
- Strong attention to detail and accuracy in data entry
- Strong communication and interpersonal skills
- Ability to use various computer systems and applications, and to quickly learn new systems.
- Must be able to pass criminal background screening.
- Ability to work scheduled hours on a regular basis, with some weekends or evenings required during events.

Consideration:

- Bachelor degree in accounting plus experience in an accounting position
- Experience in nonprofit accounting a plus but not required
- High level of proficiency in QuickBooks Online and Excel

ABOUT KIMBALL ART CENTER
The Kimball Art Center (KAC) is an educational institution that provides international quality art exhibitions and dynamic educational opportunities for the citizens of Park City, Summit County, Wasatch County, and the region's many visitors. KAC introduces visitors to the artistic process through its educational programs and gives insight into the many layers of creativity with its exhibition and event programs. Art is a catalyst for growth that allows an outlet for reflection, fosters new ways of thinking, and encourages compassion and connection. Kimball Art Center is committed to the fundamental American principles of expression and open engagement.

Values

- **Creativity:** We believe in the transformative power of the creative process.
- **Curiosity:** We believe that through inquiry, art has the ability to challenge assumptions and engender critical thinking.
- **Collaboration:** We believe creativity is sustained in an inclusive environment in which ideas are shared freely.
- **Diversity:** We believe in celebrating other perspectives and that the creative process allows us to listen to and learn from others.
- **Community:** We believe in connecting our audiences with relevant, intentional, and accessible programs.

RESPONSIBILITIES:

- Manage accounts payable: review invoices for proper approval, collect W-9 forms for new vendors, process invoices in QuickBooks Online, and ensure timely payment
- Manage credit card transactions: Collect and organize credit card receipts, ensure proper approval documentation, and record credit card transactions in QuickBooks Online monthly.
- Inventory: Review monthly clay inventory worksheets and record JE
- HR: email onboarding paperwork to new employees; set up employees in QuickBooks Online; maintain and support the I-9 process; assist with benefits enrollment and changes; and maintain complete and accurate employee personnel files; support offboarding process (i.e., cancel employee insurance, collect keys, computer, and coordinate exit interview)
- Teacher payroll: manage monthly teacher payroll
- Post Office: Pick up mail at the post office; sort and distribute mail; scan checks and email them to the development or education departments; and deposit checks.
- Deposit cash receipts (i.e. donation box, beverage sales, other) in the bank account.
- Organize accounting files and documents
- Assist the finance director with gathering information for special projects and grant reports.
- Assist the finance director with cash operations and human resource tasks during our 3-day Park City Kimball Arts Festival in August and other annual fundraising events.
- Systems set-up: manage the setup of POS systems (i.e. Square, Acme, Maxgiving) for events to ensure that systems work efficiently during the sales process, are customer-friendly, and provide informative sales and customer reports
- Office management: order office supplies, coordinate the cleaning schedule for our facility, and troubleshoot any internet/phone issues.
- Perform other duties as assigned to support the finance team's operations.

KIMBALL ART CENTER

TIME REQUIREMENTS

- 40 hours/week with occasional overtime
- 60 + hours/week during the Arts Festival week in August

COMPENSATION

- $24.00-$26.00/hour (DOE)

BENEFITS

- Generous PTO package (17 days in 1st year)
- 9 paid holidays per year
- Health and dental insurance eligibility for employees, spouses, and dependents
- Life insurance policy paid by KAC
- Professional development and training opportunities

HOW TO APPLY

Please submit your resume and cover letter to Uta.Cicalese@kimballartcenter.org