



Northwind Art • 701 Water Street, Port Townsend, WA 98368

JOB TITLE Bookkeeper

SUPERVISOR: Executive Director

STATUS: Part-Time (approximately 20-25 hours per week)

PAY RANGE: \$25.00–\$27.00 per hour, Non-Exempt

About Northwind Art

Northwind Art emerged from the union of two beloved arts organizations—Port Townsend School of the Arts and Northwind Arts Center—in January 2021. The work of this organization is entrepreneurial, visionary, and collaborative, supporting artists, engaging the community, and strengthening a vibrant regional arts economy. Northwind Art seeks individuals who thrive in an innovative work environment and actively seek growth opportunities. Learn more at www.northwindart.org.

Benefits

Northwind Art supports work–life balance and offers paid time off to both full-time and part-time employees. This position is not eligible for health insurance benefits.

Position Summary

The Bookkeeper serves as Northwind Art's primary internal financial coordinator, maintaining accurate financial records and supporting day-to-day financial administration while working closely with the Executive Director, Treasurer, Finance Committee, Development staff, and external accounting partners. This position requires the ability to work independently, exercise sound judgment, and ensure the accuracy, organization, and confidentiality of financial information across the organization.

Primary Responsibilities

Financial Recordkeeping & Administration

- Maintain organized financial records and supporting documentation

- Coordinate with external accounting partners regarding financial transactions and reporting (LeadByChange)
- Ensure accurate coding and tracking of financial activity
- Retrieve, open, and route all incoming mail
- Order office supplies and equipment for all departments as needed
- Maintain a safe, secure, and well-functioning work environment
- Ensure the security, integrity, and confidentiality of all financial and organizational data
- Act as administrator for organizational accounts and subscriptions
- Support annual audits and financial reviews as requested
- Create products in Shopify platform for both education and exhibitions, assist in ensuring available products are active and that products are archived in a timely manner when no longer available

Cash Receipts, Deposits & Donations

- Record, code, and prepare all cash and check deposits
- Coordinate deposit documentation and charting with external accounting partners
- Collect and deposit funds from gallery and school donation boxes monthly
- Ensure timely and accurate documentation of all receivables and cash receipts
- Code and route donation documentation to accounting partners
- Route donation information to the Development Administrator

Accounts Payable & Vendor Management

- Appropriately code all approved invoices and route documentation to accounting partners
- Enter approved invoices into QuickBooks as needed and prepare checks/ACH payments prior to due dates
- Print and mail checks, or submit ACH payments, in a timely manner
- Ensure W-9s are obtained from all vendors and maintained for accurate 1099 reporting

Payouts, Commissions & Stipends

- Coordinate monthly with the education team to ensure accurate teacher payout documentation
- Prepare and code teacher payouts for processing
- Coordinate monthly with the exhibitions team to support accurate artist commission payouts
- Run Shopify reports to gather data needed for artist commission calculations
- Coordinate quarterly with the exhibitions team for hospital rental fee artist payouts
- Prepare and code all artist and rental fee payouts
- Coordinate with exhibitions team as needed to prepare and code all juror fees and exhibit award fees

Invoicing & Journal Support

- Prepare monthly invoices for Jefferson Healthcare, O3A, and business sponsorships as needed
- Provide documentation to support monthly journal entries reflecting scholarships, tuition credits, and other adjustments

Reporting, Budgeting & Board Support

- Assist the development team with financial information for grant applications, impact reports, and donor reporting
- Organize monthly finance team meetings with the Treasurer prior to board meetings as needed
- Supply financial materials for board consent agendas
- Assist with annual budget planning as needed Records Management & Reconciliation Support
- Support monthly bank account reconciliations with accounting partners
- Support quarterly investment account reconciliation
- Archive digital financial records and reports monthly
- Maintain all finance-related physical files and records Qualifications
- Bookkeeping or accounting experience required (3-5 years or more)

- Experience with QuickBooks and financial systems preferred (3-5 years or more)
- Strong attention to detail and commitment to accuracy
- Ability to maintain confidentiality and exercise sound judgment with financial information
- Strong organizational, time management, and recordkeeping skills
- Experience working with external accounting firms or financial service providers preferred
- Proficiency with Microsoft Office and Google Workspace, particularly Excel/Sheets
- Ability to work independently and manage multiple deadlines

This experience level should provide Northwind Art with someone capable of working independently while coordinating with the Executive Director, Treasurer, Finance Committee, and external accounting partners.

To apply, send your resume and a brief cover letter outlining your interest and experience to hr@northwindart.org.

Northwind Art is an equal opportunity employer. We welcome candidates of all backgrounds, identities, and experiences and are committed to creating an inclusive environment for staff, artists, volunteers, and participants.