



Part-time position:  
Staff Accountant

The Kimball Art Center in Park City is seeking a part-time accountant to assist the finance director in all areas of accounting (accounts receivable, accounts payable, payroll, month-end reconciliations).

Requirements:

- 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 and Excel
- Must be detail oriented and organized
- Must have strong organizational skills and work ethic

Job Responsibilities:

- Prepare weekly summary journal entry and record sales from Altru (non-profit membership, ticketing, and fundraising software) into QuickBooks
- Input vendor invoices into A/P and print checks
- Input credit card transactions into QuickBooks and reconcile credit card activity on a monthly basis
- Organize accounting files and documents
- Assist finance director with the month-end reconciliation of various G/L accounts
- Assist finance director with gathering information for special projects and grant reports
- Assist finance director with cash operations and human resource procedures during our 3-day Park City Kimball Arts Festival during the first weekend in August and other annual fundraising events
- Compile and process employment forms for new employees

Time Requirements:

- Up to 20 hours /week (flexible work hours)
- 40 + hours/week from July 15 – August 15

Compensation: \$20.00-\$25.00/hour (DOE)

How to apply:

Please submit your resume and cover letter to [Uta.Cicalese@kimballartcenter.org](mailto:Uta.Cicalese@kimballartcenter.org)

About the 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.