



Job Title: Bookkeeper/Accounting Clerk
Reports to: Executive Director
Schedule: 20-40 hours per week
Pay Rate: \$20-\$25/hr (Depending on Experience)
Purpose: Enhance the operation of the Clark Center for the Performing Arts through support of accounting, financial and general operations.

Duties:

- Record sales, purchases, receipts and expenses
- Process Accounts Receivable and Accounts Payable
- Make/monitor bank deposits
- Prepare and track invoices, receipts and related correspondence
- Prepare and process bi-monthly payroll and associated tax filings
- Reconcile accounts
- Prepare and process show settlements
- Accurately enter financial data into accounting software
- Generate financial, accounting and other reports
- Maintain orderly financial files
- Order office supplies
- Document accounting processes
- Provide additional administrative & special event support to the Executive Director

Ideal Skills:

- Accuracy and attention to detail
- Comfort in working with numbers and math
- Familiarity with bookkeeping and basic accounting
- Proficiency with accounting software, ideally QuickBooks Desktop
- Understanding of financial principles and compliance
- Solid customer service
- Strong oral and written communication
- Strong computer skills, including Microsoft Office (Outlook, Word, Excel) and databases
- Interpersonal skills (good team player)
- Self-motivated, independent worker

To Apply, email a letter of interest with a copy of your resume to:
employment@clarkcenter.org Subject: Bookkeeper/Accounting Clerk Position

About the Center: The Clark Center for the Performing Arts' mission is to inspire, entertain, and educate our community through the power of cultural and performing arts. It does this through operation of a regional performing arts center opened in 2002 that includes the 617-seat Forbes Hall and smaller black box Studio Theater, and programs that include Center presentations of touring artists, a facility rental program that makes the Center available for community use, rotating lobby exhibitions highlighting the work of local visual artists, a performing arts scholarship program for graduating high school seniors, and an Arts-in-Education program with school-time matinees that provide opportunities for K-12 students to experience the magic of live performance. The Center is the performance home for many local school music, dance and theater programs, and also produces the annual Stone Soup Music Festival and Street Fair in Grover Beach each summer. With funds raised by the community, the Clark Center for the Performing Arts facility was built in partnership with the Lucia Mar Unified School District (which owns the building) and is managed by a 501(c)(3) nonprofit with ongoing support from the community. In 2027, the Center will celebrate its 25th Anniversary.