



Cascadia Art Museum

Art of the Northwest 1870-1970

Job Description: **Bookkeeper & Office Administrator**

About Cascadia Art Museum

Founded in 2015, Cascadia Art Museum celebrates the rich artistic heritage of the Northwest through exhibitions, publications, educational programs, and the preservation of our region's cultural legacy. Located in Edmonds, Washington, Cascadia is the premier museum dedicated to Northwest art from 1870–1970.

As a growing organization, every member of our team plays an important role in advancing our mission. We value collaboration, professionalism, flexibility, and a commitment to excellence in serving our visitors, members, donors, volunteers, and community.

Position Summary

Cascadia Art Museum is seeking a highly organized and detail-oriented Bookkeeper & Office Administrator to oversee the museum's day-to-day bookkeeping and provide administrative support for museum operations.

Reporting to the Executive Director, this position is responsible for maintaining accurate financial records, processing accounts payable and payroll, reconciling accounts, preparing financial reports, maintaining donor records, and supporting the administrative needs of the museum. The ideal candidate enjoys working independently, takes pride in accuracy, and appreciates being part of a collaborative, mission-driven team.

Primary Responsibilities

- Financial Management
- Manage all accounts payable and prepare vendor payments.
- Process payroll and maintain payroll records.
- Prepare bank deposits.
- Reconcile bank accounts and credit card statements.
- Maintain accurate financial records using QuickBooks.
- Maintain organized financial files and supporting documentation.
- Assist with annual tax return filing

Office Administration

- Provide administrative support to the Executive Director.
- Order and maintain office supplies.
- Assist with general office operations and administrative projects.
- Help maintain organized office systems and records.
- Provide administrative support for Cascadia's annual Gala & Auction.

Donor Database Administration

- Ensure donor acknowledgements are prepared and mailed in a timely manner.
- Assist with data entry and record management as needed.

Qualifications

We are seeking someone who is:

- Highly organized with exceptional attention to detail.
- Dependable, professional, and committed to accuracy.
- Self-motivated and able to work independently.
- Able to manage multiple priorities while meeting deadlines.
- Friendly, collaborative, and comfortable working in a small team environment.

Required Qualifications

- Experience in bookkeeping and general accounting practices.
- Proficiency in QuickBooks and Microsoft Excel.
- Experience maintaining databases or CRM systems.
- Ability to maintain confidentiality with financial and personnel information

Preferred Qualifications

- Experience working in a nonprofit organization.
- Experience working with Little Green Light Data Base

Employment Information

Position: Part-Time (30 hours per week)

Compensation: Starting at \$35.00 per hour, depending on qualifications and experience.

Schedule: Flexible weekday schedule.

Location: Edmonds, Washington