

**Shell Lake Arts Center  
Bookkeeper Position Description**



shell lake arts center  
master teachers. magic setting.

**Position Title:** Bookkeeper

Shell Lake Arts Center  
802 1<sup>st</sup> Street  
PO Box 315  
Shell Lake, WI 54871  
715-468-2414  
[info@shelllakeartscenter.org](mailto:info@shelllakeartscenter.org)  
[www.shelllakeartscenter.org](http://www.shelllakeartscenter.org)

**Job Duties:**

A successful bookkeeper will:  
Have extensive experience working in Quickbooks  
Be conscientious of bill due dates and pay on time  
Process payroll  
Process new employees  
Process monthly and quarterly taxes (state, federal, & unemployment)  
Prepare reports as required by the Board of Directors  
Work closely with Finance Committee  
Prepare yearly budgets using figures provided by the Finance Committee

**Salary:** \$15.00 per hour

**Contract Period:**

September-May: 4 hours per week  
June-August: 8 hours per week

**Application:**

Submit resume and contact information for at least two references to  
Carly Moline  
Shell Lake Arts Center  
PO Box 315  
Shell Lake, WI 54871  
Email: [cmoline@shelllakeartscenter.org](mailto:cmoline@shelllakeartscenter.org)  
Or fax to: 715-468-4570

**Deadline:** All applications must be received in the Arts Center Office by May 17th, 2021

**Notification:** Applicants will be contacted once all applications have been reviewed.

**Questions:** For more information, contact Carly Moline at 715-468-2414 x 1 or [cmoline@shelllakeartscenter.org](mailto:cmoline@shelllakeartscenter.org).

**Equal Opportunity:**

The Shell Lake Arts Center provides equal opportunities and affirmative action in programs and employment. The Center does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, developmental disability, national origin and ancestry, marital status, arrest record, or non-employment related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.