



- Position Title:** Accounting Volunteer
- Work Location:** Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368
We're located in the pristine area of Cascade Head just north of Lincoln City.
- Purpose of the Position:** If you like keeping meticulous track of numbers, this is the position for you. Work with an accounting software program called MYOB to keep our books accurate and up-to-date.
- Responsibilities:** Enter payments into MYOB accounting software, create checks, pay bills, and check financial statements for errors.
- Qualifications:** Knowledge of, or desire to learn, MYOB (Mind Your Own Business) accounting software on a Mac platform.
- Commitment Expected:** Approximately 16 hours per month year-round.
- Training:** We will train you to use the MYOB accounting software program and the Mac platform.
- Physical Requirement:** You'll be sitting in a chair, using computer keyboard.
- Sitka Volunteer Contact:** If this position tickles your fancy, please contact Jalene Case at (541) 994-5485 or email jalene@sitkacenter.org.
- To learn more about us, please visit www.sitkacenter.org.

Thank you for your interest in the Sitka Center for Art and Ecology!