



JOB TITLE: Bookkeeper

REPORTS TO: EXECUTIVE DIRECTOR

JOB SUMMARY: Responsible for generating timely and accurate financial statements in accordance with GAAP. Manages financial processes and ensures appropriate internal controls. Works closely with Executive Director to develop accurate forecasts and budgets for the Museum.

COMPENSATION: Flexible W2 or 1099 Options
Commensurate with Experience.

SCHEDULE: This is a Part-Time Position, with flexible work arrangements and remote work available. After transition expect 12-20 hours a week.

DUTIES & RESPONSIBILITIES:

Financial Reporting

1. Manages Quickbooks Online feeds. Ensures accurate record keeping by a series of syncs which connect our CRM, Point of Sale, and banking records with our accounting software.
2. Maintains accurate records for capital assets, deferred revenue, accounts receivable, accounts payable, prepaid expenses, and restricted funds.
3. Reconciles bank statements to ensure accurate financial reports.
4. Coordinates the annual year-end audit by the independent CPA firm. Reviews all entries in the accounting journals and general ledgers. Prepares all confirmation schedules and letters.
5. Generates required documentation for grant reporting as necessary.
6. Prepares basic monthly financial reports and schedules to generate timely and accurate income statements and balance sheets.

Budget

1. Work with Executive Director, Treasurer and Finance Committee to prepare annual budget.
2. Oversee expenditures as related to budget guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

Required Skills

- Bachelors or associates degree in accounting or related field, or
 - Alternatively, a minimum of five years' experience in a similar role with demonstrated knowledge of Non-Profit Accounting and GAAP principles may substitute.
- Excellent verbal, written, analytical and problem solving skills.
- Demonstrates interpersonal skills necessary to interact and deal effectively with staff and volunteers.

Preferred Skill and Abilities

- Experience with Quickbooks Online a plus.
- Experience working in Non-Profit setting is a plus.