

## Bookkeeper

### Position Summary

Responsible for managing and maintaining the museum's financial records, including but not limited to purchases, sales, receipts, and payments. Works closely with museum staff in order to create financial reports, manage accounts receivable and payable, manage invoices, and assure proper and timely payroll and tax filing.

### Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a part-time position with expected hours of 10-15 per week.

- Ensure an exceptional level of service and regard for each of our constituents, fellow staff members, and volunteers (the most important job of every staff member)
- Pay supplier invoices in a timely manner
- Pay any debt as it comes due for payment
- Issue invoices to customers
- Ensure that receivables are collected promptly
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Issue financial statements
- Provide information to the external accountant who creates the company's financial statements
- Assemble information for external auditors for the annual audit
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Calculate variances from the budget and report significant issues to management
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Provide clerical and administrative support to management as requested

### Minimum Qualifications/Requirements

- Associate's degree plus minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment.
- Ability to keep client matters strictly confidential.

- Solid understanding of basic bookkeeping and accounting payable/receivable
- Advanced experience with QuickBooks.
- Data entry skills, experience with spreadsheets.
- Proficiency in MS Office.
- Strong organizational and time management skills, acute attention to detail.
- Ability to work well with diverse people.
- Willingness to use personal transportation in work capacity.

### **Certificates, Licenses, Registrations**

None

### **Physical Demands**

- Prolonged periods of sitting at desk and standing at events.
- Ability to lift 50 lbs.

### **Work Environment**

Job-related activities are performed in administrative area with primary focus being staff driven. There are some civic duties that indirectly and directly relate to promoting the organization. Professional attire must be worn during working hours. Travel is required to fulfill responsibilities. Error in judgment can have a dramatic effect on the organization.

### **Conditions of Employment**

- Completion of a pre-employment drug screening and completion of post-employment drug or alcohol tests upon reasonable suspicion of use
- Completion of center-wide orientation and ALL required paperwork prior to reporting for work
- Attendance at all mandatory staff development and training
- Successful completion of six month on-the-job orientation period
- Satisfactory reference and background investigation checks

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions about jobs.

**To apply, please submit a resume and contact information for two references to Dorothy Chambers at [dorothy@candleholocaustmuseum.org](mailto:dorothy@candleholocaustmuseum.org).**