

Job Description

Job Title: Bookkeeper
Reports To: President and CEO
Grade Level:
Exempt or Non-Exempt: Non-exempt
F/T or P/T: P/T (32 hours per week)

Education: Associate degree in accounting or business administration, a bookkeeper's certification, or equivalent work/business experience.

Experience: 5 years experience in business, with 2 years experience in bookkeeping. Experience gained in a non-profit business helpful. Proficiency in QuickBooks and *Excel* required. *Must be able to lift at least 30 lbs and stand/sit for prolonged periods of time.

Responsibilities:

This part-time position (32 hour a week) is responsible for handling the fundamental aspects of financial recordkeeping for FAM including: recording financial transactions accurately, managing accounts payable and receivable, reconciling bank statements monthly, preparing financial statements and reports and assisting with budget preparation, conducting the annual audit and assisting in preparing FAM's 990.

The position also performs essential human resource functions including the processing of payroll, managing 401 (k) retirement accounts, maintaining employee personnel files, generating 1099's and W-2's and works closely with the companies that administers the institution's 401 (k), and AFLAC insurance program.

Responsible for submitting license applications to the state, processing all government surveys and processing SCC reports, managing facility maintenance contracts and purchasing of supplies.

This position is also responsible for entering receipt of membership, donor and sponsorship funds into our Past Perfect program and working with the Membership Assistant to process all correspondence related to the receipt of these funds.

Maintains general office supplies inventory and coordinates routine orders to include official business letterhead, envelopes, and mailing supplies.

Collects Museum's U.S. mail daily and distributes to appropriate staff.

Individual will need to work extended hours at some FAM special events throughout the year, as assigned.

Perform such other duties as may be assigned.