

## **Job Description**

### **Part-Time Bookkeeper Enfield Shaker Museum**

**Classification:** Part-Time, Non-Exempt  
**Reports to:** Executive Director  
**Evaluated by:** Executive Director

#### **Position Summary**

The Bookkeeper is responsible for recording and maintaining Enfield Shaker Museum's financial transactions, such as purchases, expenses, sales revenue, invoices, and payments. Working closely with the Treasurer and the Executive Director, the Bookkeeper will ensure strict adherence to state and federal financial reporting requirements. This position relies on the Quickbooks Online software and paper filing systems.

#### **Primary Duties and Responsibilities**

- **Accounts Payable/Receivable:** Issue checks for bills and employee reimbursements in an accurate and timely manner following the Museum's approval process; ensure that all expenditures are appropriately categorized; record donations, grants, contracts, pledges, etc. in the accounting system; ensure revenue is appropriately categorized; communicate with the Executive Director regarding the timing of deposits and payments to ensure adequate cash flow.
- **Banking:** Maintain supply of checks for each bank account. Prepare bank deposits.
- **Annual Audit:** Ensure strict adherence to audit requirements as instructed by the Treasurer; prepare for and cooperate with those appointed to perform a yearly audit of financial records; participate in quarterly spot checks by Finance Committee
- **Clerical:** Proactively maintain highly organized filing systems; file invoices, payroll paperwork, reimbursements, insurance information, and other financial records
- **Other:** Order and maintain organizational business licenses, registrations, and certificates; assist as needed with budget and financial report preparations; perform other necessary and related work as may be assigned.

#### **Work Environment**

Office environment with occasional work throughout the Museum facilities.

#### **Physical Demands**

Ability to lift 30 to 40 pounds and climb stairs. Must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

### **Work Experience and Skills Requirements**

- Strong organizational skills
- Ability to multi-task and meet strict deadlines
- Bookkeeping or related experience at a small business or not-for-profit organization;
- Ability to demonstrate a high level of professionalism in dealing with confidential and sensitive issues

### **Educational requirements**

Associate degree and one (1)-to-five (5) years' experience in an office. Non-profit experience a plus.

### **Competency Requirements**

- Supportive and respectful of coworkers and communities the Museum serves
- Ability to work independently and collaboratively
- Detail-oriented and organized
- Interpersonal and communication skills
- Flexibility
- Reliability

### **Hours**

Up to ten (10) hours per week on-site.

**New Hires are subject to review within three months of hiring date.**

**Annual Review by the Executive Director.**