

# BOOKKEEPER

## Summary of Duties:

The Bookkeeper position is responsible for organizing and maintaining the museum's financial and business records and the recording of the financial activity that takes place in the organization. This is a part-time, hourly, non-exempt position which will average between 10-24 hours per week.

## Essential Duties and Responsibilities:

- Enter information into and balance QuickBooks, our accounting application.
- Prepare payments to outside organizations.
- Input and follow-up on outstanding invoices and bills.
- Understand processes in the store, program invoices, receiving and ordering supplies, and pledges.
- Collect necessary tax paperwork (W9, etc.) annually.
- Collaborate with the museum's accounting agency to ensure required paperwork be completed in a timely manner meeting all deadlines.
- Record journal entries when required.
- Coordinate banking activities: pickup deposit slips, change, etc.
- Prepare Daily Reports: matching Square (our point-of-sale system) with QuickBooks, ensuring balancing with store daily report.
- Process, write, and obtain necessary signatures for checks.
- Balance with all account statements.
- Balance Endowment Fund with Ohio History Connection Endowment statements at least quarterly.
- Other duties as assigned.

## Supervisory Responsibilities:

- None

## Qualifications:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- **Education**
  - High school diploma or equivalent and 2 year of bookkeeping experience.
- **Language Skills**

- Requires the skills and abilities that allow for effective communication with the public and fellow professionals.
- **Mathematical Skills**
  - Ability to perform mathematical calculations for understanding finances and balancing accounts.
- **Technical Skills**
  - Skill in operating computers, including web browsers, point of sales system and financial applications.
- **Reasoning Ability**
  - Attention to detail and accuracy. Ability to synthesize and summarize data. Ability to carry out routine instructions.

**Physical Demands:**

- Range of hearing, speech, and sight conducive to communicating with a varied audience and/or staff to record, prepare, and communicate appropriate materials and reports. Requires eye-hand coordination and manual dexterity sufficient to operate keyboard and telephone.

**Work Environment:**

- Work is performed in an office/museum setting and surrounding grounds. Work involves frequent contact with staff.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Armstrong Air & Space Museum is an equal opportunity employer. The Armstrong Air & Space Museum does not discriminate in its employment on the basis of race, color, religion, gender, national origin, ancestry, disability, age, and veteran status, or on any other basis that would be in violation of any applicable federal, state or local law.*

Compensation: \$12.35 --\$12.50 per hour, non-exempt.

Benefits include: sick time, free museum membership, discounts on museum merchandise and select programs.