Title: Full Time Bookkeeper

Reports to: Director of Finance/Finance Manager

SUMMARY

Under the direction of the Director of Finance, this position is responsible for performing a variety of bookkeeping and accounting duties.

The Bookkeeper enters data in QuickBooks (QB) and Excel spread sheets. The Bookkeeper maintains and monitors a variety of focused/restricted and unrestricted accounts, copying of invoices and checks for grant reporting and end-of-month closing, and data entry of all credit and PEX card charges into QB. They work closely with the contract accounting firm to coordinate all daily activities.

The desired individual will have experience with QB, experience working in the nonprofit setting, an outgoing and friendly personality, demonstrating professionalism and tact in communications with a diversity of individuals, together with strong organizational and time management skills paying acute attention to detail on all financial transactions and demonstrates an ability to work well with staff, volunteers, and directors.

Salary and Hours: $52,000/year/ 40 hours per week

RESPONSIBILITIES AND DUTIES:

• Process invoice for weekly bill payments and employee reimbursements in an accurate and timely manner

* Ensure that all monthly bills/invoices are monitored and paid regularly on timely manner.

• Collect/coordinate timesheet submissions on a bi-monthly basis.

* Makes copies of all invoices and checks after each check run/bill pay on a weekly basis.
* Enter donations, checks and cash receipts into QB on a weekly basis ensuring that all transactions are appropriately categorized.
* Assist in compiling the Grantor billing packages together with all backup documentation for submission each month-end.
* Coordinate with the Directors, Managers and coordinate/communicate with the Finance manager on various items including but not limited to: reimbursements; credit card reconciliations; timesheets; invoices; billing etc.
* Maintains vendor W9 forms for issuing 1099 tax forms at year-end.

• Responsible for all financial record keeping. Proactively maintains highly organized filing system, files invoices, payroll paperwork, reimbursements and other financial records.

• Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

• Assists in the development and implementation of systems and procedures as needed.

• Assists with special projects.

• Performs other duties as assigned by the executive director/finance director.

SKILLS AND ABILITIES:

• Proficiency in QuickBooks is required.

• Non-profit/ accounting experience a plus.

• Additional proficiency in Windows operating systems, Microsoft Office, Excel, and Internet Explorer.

• Excellent verbal and written communication skills.

* Strong attention to detail in maintaining all financial records.

• Strong organizational, problem-solving, and analytical skills; ability to manage priorities workload.

• Strong mathematical skills.

• Strong interpersonal skills.

• Ability to deal effectively with a diversity of individuals at all organizational levels.

• Good judgment, with the ability to make timely and sound decisions.

• Understanding of and commitment to the Door County Maritime Museum’s mission.

EDUCATION AND/OR EXPERIENCE:

• BA or BS undergraduate degree in finance or related field; three to five years’ related experience; or equivalent combination of education and experience.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. While performing the duties of this job,

the noise level in the work environment is usually quiet.

PHYSICAL DEMANDS:

The physical demand described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with

hand and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools

or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception