



Accountant/Bookkeeper

Supervisors: Director of Finance and Administration

Status: Part Time

Salary Range: \$25 to \$30 per hour

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- **Accounts Payable:** track and process invoices; prepare checks and execute wire transfers; prepare quarterly sales tax returns; monitor operating account to ensure adequate funds balance; work closely with staff to ensure proper coding of department expenses; track vendor COIs, W9s and prepare CERT tax forms.
- **Accounts Receivable:** process bank deposits; coordinate with Development office to ensure proper coding of income.
- **Payroll:** process semi-monthly payroll; maintain payroll records; prepare annual 1099's for outside vendors.
- **Investments:** monitor account statements and record journal entries for investment activity; track asset valuations via spreadsheets; prepare ad hoc reports for Investment Committee and Board of Directors as needed.
- Prepare monthly credit card statement reconciliations to ensure proper assignment of expenses by department and project.
- **Month-end close:** prepare journal entries for bank interest and postage activity; process consignment payouts; reconcile GL and CRM database records; prepare schedules for management reports; prepare periodic A/R and petty cash reconciliations.
- Compile data and gather documentation for annual audit with outside firm.
- Maintain correct and compliant records for all financial functions in accordance with GAAP.
- Assist Director of Finance and Administration as needed to support accounting, financial reporting, human resources, and administrative office operations.

QUALIFICATIONS:

- A minimum of 5 to 7 years of experience in accounting and bookkeeping with a solid understanding of generally accepted accounting principles.
- Strong analytic and organizational skills with ability to prioritize, plan, execute, and complete tasks independently.
- Ability to remain flexible and focused in a dynamic work environment.
- High degree of accuracy and attention to detail.

The Aldrich Contemporary Art Museum



- Excellent written and verbal skills.
- Professional, friendly demeanor and collaborative approach to working with staff and vendors.
- Advanced proficiency in accounting software (Financial Edge a plus), Paychex (or comparable payroll system), Excel and Microsoft Office.
- Experience in non-profit accounting a must.

HOW TO APPLY:

Please send a cover letter and resume to: jobs@thealdrich.org, with the subject line “Accountant.” Qualified candidates will be contacted. No phone calls, please.

The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.