

The Aldrich Contemporary Art Museum



TITLE: Bookkeeper
STATUS: Part-time (15-20 hours/week)
REPORTS TO: Director of Finance & Administration
PAY: \$32-\$40/hour, based on experience

The Aldrich Contemporary Art Museum, located in Ridgefield, CT, is seeking a part-time Bookkeeper to provide daily transaction processing for the Finance Department. The Bookkeeper will report to the Director of Finance & Administration. Founded by fashion designer and art collector Larry Aldrich, The Aldrich was one of the first contemporary art museums in the country and today is one of the oldest.

Responsibilities will include, but are not limited to:

- Accounts Receivable: process bank deposits; coordinate with Development department to ensure proper coding of income; and run reports from ecommerce software (Shopify, Stripe) to use in journal entry.
- Accounts Payable: track and process invoices; prepare checks and execute wire transfers; prepare quarterly sales tax returns; monitor operating account to ensure adequate funds; track vendor COIs, W9s and prepare CERT tax forms.
- Payroll: process semi-monthly payroll using Paychex; maintain payroll records; prepare annual 1099's for outside vendors.
- 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; prepare schedules for management reports.
- Compile data and gather documentation for annual audit.
- Maintain correct and compliant records for all financial functions in accordance with GAAP.
- Assist the Director of Finance and Administration as needed to support accounting, financial reporting, human resources, and administrative office operations.

Requirements and qualifications:

- A minimum of 5 years of experience in bookkeeping with a solid understanding of accounting principles.
- Advanced proficiency in Excel, accounting software (Financial Edge a plus), payroll software (Paychex a plus), ecommerce software, and Google Workspace.
- Experience in non-profit accounting.

- High degree of accuracy and attention to detail.
- 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.
- Excellent written and verbal skills.
- Professional, friendly demeanor and collaborative approach to working with staff and vendors.

Compensation:

- Hourly wage of \$32-\$40 for part time employment, based on prior experience; 15-20 hours per week.
- Schedule: three days per week (Mondays required), approximately 5 hours per day, on site. Schedule to be coordinated with Director of Finance & Administration.

Please send a cover letter and resume to: gmello@thealdrich.org, with the subject line “Bookkeeper.” Qualified candidates will be contacted.

**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 feel 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. The Aldrich Contemporary Art Museum is an Affirmative Action/Equal Opportunity Employer or AA/EOE.