

# The Aldrich Contemporary Art Museum



**TITLE:** Accountant/Bookkeeper  
**STATUS:** Part Time (15-20 hours/week)  
**REPORTS TO:** Director of Finance & Administration  
**PAY:** \$40-\$45/hour, based on experience

The Aldrich Contemporary Art Museum, located in Ridgefield, CT, is seeking a part time Accountant/Bookkeeper (“Accountant”) to provide daily transaction processing for the Finance Department. The Accountant will report to the Director of Finance & Administration. Founded in Ridgefield, Connecticut 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. Known for its visionary exhibition program and artist-centric approach, the Museum presents first solo institutional shows, significant exhibitions of established artists, and thematic group exhibitions around timely social themes.

## **Responsibilities will 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 department to ensure proper coding of income.
- **Payroll:** process semi-monthly payroll; 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; 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 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 accounting and bookkeeping with a solid understanding of generally accepted accounting principles.
- Advanced proficiency in accounting software (Financial Edge a plus), payroll software (Paychex a plus), ecommerce & booking software (Stripe, Fareharbor, Shopify), Excel, and Google Workspace.

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- Experience in non-profit accounting a must.
- 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 \$40-45 for part time employment, based on prior experience; 15-20 hours per week.
- Schedule: Monday through Thursday, up to 5 hours per day on site. Schedule to be coordinated with Director of Finance & Administration.

## **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.**