



## **JOB TITLE: Museum Bookkeeper**

**REPORTS TO:** Co-Executive Directors

**WAGE/HRS:** \$26 - \$30 hourly DOE, PT Permanent Position, flexible

**APPLICATION DEADLINE:** Position open until filled.

### **OUR MISSION**

The Pratt Museum explores and preserves the culture, science, and art of the Kachemak Bay Region

**POSITION SUMMARY:** The Museum Bookkeeper is a critical member of our team, working closely with the Co-Executive Directors, Finance Committee and the Board Treasurer to ensure strict adherence to state and federal financial reporting requirements. This person is responsible for recording and maintaining financial transactions and will bring strong organizational skills, good interpersonal skills, and attention to detail to this position and our team. This position relies on QuickBooks Online software, and will assist with grant reporting and donor tracking.

### **MAJOR ACTIVITIES:**

- ✚ Records and maintains financial transactions, such as purchases, expenses, sales revenue, invoices, and payments.
- ✚ Monitor payables, prepare checks, and oversee auto-payments as well as process receipts and make deposits.
- ✚ Reconcile bank accounts and manage cash flow.
- ✚ Process payroll and manage employee expense reimbursements.
- ✚ Provide assistance to the Co-Executive Directors with donor tracking and grant reporting.
- ✚ Oversee the preparation of financial filings.
- ✚ Assist the Co-Executive Directors and Board Treasurer in the preparation of financial reports, budgets, and audit documentation.
- ✚ Other duties as assigned.

### **QUALIFICATIONS:**

- Knowledge of accounting principles and financial regulations
- Previous bookkeeping experience, preferably in a non-profit organization
- Proficiency with Quickbooks Online, Microsoft Suite, Google Workspace, Square POS
- Strong organizational skills and attention to detail with the ability to multitask and meet strict deadlines
- Excellent written, verbal, and interpersonal communication skills

### **EMPLOYEE EXPECTATIONS:**

As a **Pratt Museum** employee, the *Museum Bookkeeper* will:



- ✚ Further the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- ✚ Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- ✚ Support the **Pratt Museum's** commitment to diversity, inclusion, equity and access.
- ✚ Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.

#### **HOW TO APPLY:**

Please provide a **letter of interest, resume** and **two references** to *Co-Executive Director* Whitney Harness, at [director@prattmuseum.org](mailto:director@prattmuseum.org).

Please note that a background check may be required for successful applicant.

