



# Fairfield Museum

AND HISTORY CENTER

Position Title: **Bookkeeper**  
Reports To: Executive Director  
Hours: Part time, 20-25 hours/week

## Job Summary

The Bookkeeper is responsible for recording and maintaining the accounts payable and accounts receivable processes through Quickbooks. Additionally, the Bookkeeper will process payroll bi-monthly, prepare for the annual audit, and provide additional administrative duties as needed.

## Responsibilities

- Inputting accounts payable and accounts receivable through QuickBooks
- Review for accuracy and process payments received through the point of sale system
- Process payroll through ADP on a bi-monthly basis
- Reconcile bank accounts, credit card statements and investment accounts on a monthly basis
- Prepare monthly financial reports
- Prepare documents and schedules for annual audits
- Maintain an organized filing system; file invoices, payroll paperwork, and other financial records
- Assist in the development and implementation of systems and procedures as needed

## Job Requirements:

- Bachelor's Degree preferred in Accounting, Finance, or related experience
- Minimum of three years of bookkeeping experience for a non-profit
- Proficiency with QuickBooks and Excel
- Experience preparing audit schedules
- Excellent analytical, organizational, verbal and oral communication skills
- Maintain confidentiality on all financial and HR matters

## To Apply:

Please email a cover letter and resume detailing your relevant experience by May 3<sup>rd</sup>, 2021 to: [search@fairfieldhs.org](mailto:search@fairfieldhs.org).

## **About the Fairfield Museum:**

The Fairfield Museum and History Center provides visitors of all ages with a wide array of educational programs, exhibitions and special events that teach regional history, celebrate our shared culture, and prepare students and adults to be better informed citizens and more active participants in their community. We believe in the power of history to inspire the imagination, stimulate thought and transform society.

The Fairfield Museum creates experiences that make history personal, engaging and meaningful and in so doing strengthen people's connection to the world around them. The museum's collection and archive are one of the most important humanities resources in southwestern Connecticut and a valuable resource for teaching history and related disciplines. Museum exhibits attract more than 30,000 visitors and our educational programs serve more than 5,000 students from Fairfield and nearby communities.

The Fairfield Museum serves as an important venue for community involvement and dialog through relevant exhibitions, speaker forums and events. Fairfield Museum is a regionally prominent center for the study of arts and humanities, and a museum of state-wide renown.