

Mount Prospect Historical Society
101 S. Maple Street
Mount Prospect IL 60056

Position: Bookkeeper

Status: Part-time, 3-4 hours biweekly. Hourly.

Schedule: Flexible schedule (hours do not need to be worked when Museum is open to public). Schedule arranged so that accounts payable disbursements and payroll are completed biweekly. Employee paychecks are available every other Tuesday. Schedule subject to change to meet needs of Society.

Reports to: President and Board of Directors

Purpose: Bookkeeper is responsible for the preparation and maintenance of financial records and associated reports. Works closely with the office manager, treasurer, assistant treasurer and with accounting firm.

The position requires the ability to input and retrieve data from the computer; accuracy; computational skills; excellent communication and interpersonal skills; ability to work well with a variety of work styles and personalities; ability to exercise independent judgment; ability to work with discretion. Skilled with accounting software.

Essential Duties:

Prepares and maintains financial records and associated reports

Duties:

- Maintains general ledger in detail including journal entries
- Monitors petty cash
- Prepares accounts payable disbursements and records reconciliation of bank statements and preparation of all financial reports
- Prepares and distributes financial reports to the Board of Directors
- Prepares information for periodic government reports filed by accounting firm
- Prepares materials for annual audit
- Prepares payroll and related tasks
- Records and maintains benefit time records
- Transfers funds for Quarterly FICA
- Opportunities to attend events to assist with taking on-site payments if needed.

Essential abilities, knowledge and skills

- Ability to be discreet and keep confidences
- Ability to exercise independent judgment
- Ability to work independently with minimal supervision
- Accuracy and attention to detail
- Excellent communication skills
- Excellent time management
- Knowledge of standard bookkeeping and accounting procedures and practices
- Proficient MS EXCEL
- Skilled with accounting software

Ability, knowledge and skills

- Ability to effectively manage time and to prioritize tasks
- Ability to exercise independent judgment
- Ability to handle multiple tasks
- Ability to perform detailed work
- Ability to perform light to moderate physical work
- Ability to stoop and reach
- Ability to work effectively as a member of a team
- Ability to work efficiently and effectively with members of Board
- Excellent computer skills
- Excellent data entry skills
- Excellent interpersonal skills
- Excellent organizational skills
- Excellent written and verbal communication skills
- Knowledge of standard bookkeeping and accounting procedures and practices
- Knowledge/skill with accounting software
- Knowledge/skill with Microsoft Office
- Knowledge/skill with SAGE software
- Understanding of the “bigger picture”

Education and Training

BA degree in accounting, finance, or business preferred. Demonstrated bookkeeping experience. Knowledge and skill with SAGE software a plus. Bookkeeping or accounting experience in a non-profit organization a plus.