

# Bennington Museum

Art • History • Innovation

## JOB DESCRIPTION

**Job Description:** ASSISTANT BOOKKEEPER

Date: July 2019

**Reports to:** Part-Time Bookkeeper and Acting Directors

Renowned regional museum of art and history seeks an Assistant Bookkeeper.

### Summary

This part-time position with the Bennington Museum provides support to the part-time Bookkeeper, other managers and staff members in the Administrative Offices. Responsibilities include entering and processing daily income and invoices, bill-pay, and preparing the daily bank deposits. The ideal candidate will be a well-organized, process-oriented self-starter who is able to sensitively handle and assemble highly confidential information. The position requires flexibility, a sense of humor, and ability to work collaboratively. Previous experience working with bookkeeping software in a professional setting is required.

Interested candidates should email cover letter, resume, and two professional references to [hr@benningtonmuseum.org](mailto:hr@benningtonmuseum.org)

Bennington Museum is an equal opportunity employer and celebrates diversity in all forms.

### Schedule:

The Assistant Bookkeeper is a part-time or contract position of around 10 hours per week on average, depending on special project deadlines. The schedule is flexible, but should be regular once established, and the majority of hours should align with the open hours of the Museum.

### Job Duties & Responsibilities

1. Enter invoices, make deposits, and process receipts into QuickBooks Online from all program areas at least twice a week;
2. Pay bills (enter checks or process online payments);
3. Prepare bank deposits;
4. Prepare financial reports as requested;
5. Work closely with the Office Assistant who enters all revenue into the online database and codes it for entry in to the accounting system;
6. Assist the part-time bookkeeper in other duties as requested;
7. Work on special projects as relate to Museum operations and finances.

### Skills and Education Requirements

- Proven experience working with Bookkeeping software (Peachtree/Sage, Quickbooks Desktop/Online) in a professional setting;
  - Demonstrated competence in MS Office with expertise in Excel;
  - Basic understanding of bookkeeping and accounting practices;
  - High degree of accuracy and attention to detail;
  - Ability to work independently towards a deadline and able to maintain confidentiality;
  - High School Degree and relevant office experience required. Associates or Professional Degree preferred.
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