

**Canajoharie Library and Arkell Museum**  
**Bookkeeper**  
(Part Time Position)

**Duties and Responsibilities:**

- Conducts all duties associated with accounts payable including: interacting with staff and vendors; processing invoices; expense coding; and data entry
- Conducts all duties associated with accounts receivable including: processing donations, performing bank deposits; and tracking and following up on all accounts receivables
- Conducts duties associated with payroll, including inputting data to Paychex
- Performs monthly bank reconciliations for organizations bank accounts
- Performs credit card reconciliations
- Assists with preparing for annual audit
- Maintains historical records by filing documents
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Assists the library and museum directors on detailed budget projections and monthly reports to the board of trustees
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising directors on needed actions
- Contributes to team effort by accomplishing related results as needed
- Performs other financial duties as assigned.

**Requirements:**

- Minimum of two years accounting or bookkeeping experience including accounts payable, accounts receivable, general ledger and financial reports;
- Proficiency with QuickBooks and Microsoft Word, Access, and Excel are required;
- Experience with Proxis point of sale system a plus
- Non-profit bookkeeping experience a plus
- Must possess a keen attention to detail and a commitment to high quality work;
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines;
- Solid communication (both verbal and written) skills;
- Ability to maintain strict confidentiality and communicate in a professional manner with board, staff, funders and members.

Please send cover letter and resume to [info@arkellmuseum.org](mailto:info@arkellmuseum.org)

To be considered your cover letter should address your interest in this position and past experiences that relate to the requirements, duties and responsibilities.