

Hancock Historical Museum

Accountant Job Description

The Accountant will work with the Executive Director to maintain the financial records of the institution, prepare financial reports, develop the annual budget, and ensure the museum is operating in compliance with all local, state and federal reporting laws.

Reporting Relationships:

This is a part-time position reporting to the Executive Director. The ideal candidate will have a Bachelor's degree in accounting or a related field and proficiency in QuickBooks (CPA is preferred).

Specific Responsibilities:

- Utilize QuickBooks and online banking to account for financial transactions, maintain general ledger by verifying, allocating, and posting transactions.
- Balance general ledger and reconcile entries, including monthly bank reconciliations.
- Maintain historical records by filing documents.
- Work with the Executive Director to prepare a weekly deposit.
- Process accounts payable weekly and make sure payments are posted to the correct general ledger account.
- Work with the Museum's Treasurer to prepare monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Work with the Executive Director and Treasurer to produce an annual operating budget.
- Ensure compliance with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Process biweekly payroll for the museum's staff and file all monthly, quarterly and annual tax payments and returns.
- Prepare and file semi-annual sales tax filings.
- Provide onsite assistance with cash management at large fundraising events.
- Other duties as assigned.