



Bookkeeper

Position Summary:

The Bookkeeper ensures the accurate and timely recording of financial transactions for the Children's Museum of Southwest Louisiana. This position handles day-to-day bookkeeping functions, including daily deposits, billing, and Doubleknot reporting. This position also assists with monthly financial reporting, tax filings, and maintains financial compliance. The Bookkeeper plays a key role in supporting the museum's mission through diligent and organized financial stewardship.

Duties and Responsibilities:

- Record daily financial transactions in the accounting system (e.g., QuickBooks).
- Process daily deposits from admissions, memberships, events, and programs.
- Reconcile and report financial data from Doubleknot, including daily sales, membership purchases, and special event revenue.
- Process accounts payable and accounts receivable, including invoicing and billing for facility rentals, group visits, and other services.
- Reconcile monthly bank statements, merchant services, and credit card accounts.
- Maintain and update the general ledger to ensure accuracy.
- Support preparation of monthly, quarterly, and annual financial reports and tax filings.
- Assist with grant reporting and preparation for annual financial audits.
- Process employee expense reimbursements and maintain petty cash records.
- Track and reconcile all donations and fundraising revenue.
- Support payroll processing by preparing and verifying necessary financial data.
- Monitor cash flow and alert management of any concerns or anomalies.
- Assist with budget tracking and financial forecasting as needed.
- Ensure compliance with the museum's financial policies and procedures.
- File, organize, and maintain complete and accurate financial records.
- Assist in creating the museum's annual report.

Qualifications:

- Associate's degree in Accounting, Finance, or a related field (bachelor's degree preferred).
- 2+ years of bookkeeping or accounting experience.
- Proficiency in QuickBooks software and Microsoft Office Suite, especially Excel.
- Experience with Doubleknot or similar point-of-sale and event management systems is highly desirable.
- Excellent attention to detail and strong organizational skills.
- Ability to work independently, prioritize tasks, and meet deadlines.
- High level of integrity and ability to manage confidential information.
- Nonprofit accounting experience is a plus.

Work Environment:

- Office setting within the museum, with occasional visits to the front desk or event areas to collect and verify deposits.
- Occasional evening or weekend work may be required around special events or fiscal deadlines.

Physical Requirements:

- Ability to sit or stand for extended periods.
- Ability to lift up to 20 pounds occasionally (e.g., carrying deposit bags, files).

To Apply:

Submit your resume and a cover letter explaining your relevant experience to swlakidsdirector@swlakids.org.