



Bookkeeper

Job Summary:

The Bookkeeper is responsible for keeping all financial records under the supervision of the Chief Administrative Officer, who will directly lead some of the bookkeeping functions including financial reporting, sales tax preparation and filing, and audit preparation.

Key Responsibilities:

- Accounts payable and receivable processing
- Bank statement, credit card, and credit account reconciliation
- Monthly and quarterly financial reporting support
- Creating financial documents and maintaining files
- Tracking restricted/unrestricted funds
- Expense tracking
- Annual budget preparation support
- Audit and grant reports preparation support
- Data entry
- Collaborate with departments on financial needs and reporting
- Other duties as assigned

Qualifications and Skills:

- Bachelor's degree or Associate degree in Accounting or Certification in Bookkeeping from an accredited school
- 1-2 years of bookkeeping experience
- Detail-oriented, eager to learn, and passionate about supporting the mission of the Children's Museum
- Sound understanding of accounting and bookkeeping principles, Accounts Receivable & Invoicing, Accounts Payable & Check printing, Banking, Sales & POS integration and financial reporting,
- Proficiency in Microsoft Excel and accounting and POS software (e.g., QuickBooks Online, Blackbaud, or similar)
- Strong organizational and time management skills
- Attention to detail and accuracy with the ability to maintain confidentiality and handle sensitive information
- Interest in nonprofit work and/or museum operations is a plus

Working Conditions:

- Full-time position.
- Reports directly to the Chief Administrative Officer.

What We Offer:

- A fun and mission-driven work environment.
- Opportunities to make a meaningful impact in the lives of children and families.

To Apply:

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