

## **Wethersfield Historical Society (WHS) seeks an experienced part-time Bookkeeper**

### **Organizational Overview**

WHS is a non-profit 501(c)(3) tax-exempt corporation founded in 1932 with the mission to preserve and promote Wethersfield's history and culture to inspire people today and tomorrow. Our slogan is "History Happens Every Day". WHS administers four buildings for the Town of Wethersfield in the heart of the historic and cultural district: the Keeney Memorial Cultural Center, the Old Academy, the Deming-Standish House and the Cove Warehouse Maritime Museum. WHS owns the Hurlbut-Dunham House Museum. WHS produces exhibits and educational and cultural programming for the community and maintains a local history research library. A few of WHS' historic spaces are available for rent for meetings and parties.

### **Position Overview**

WHS is seeking a part-time bookkeeper who is experienced with nonprofit bookkeeping, Quickbooks accounting software, and accounting principles. This position is about 10 to 12 hours per week at \$20 per hour. This is a flexible position; there is a preference for the Bookkeeper to be available approximately two days per week in the WHS offices in the Old Academy at 150 Main Street. This position reports to the Executive Director.

### **Duties and Responsibilities**

The Bookkeeper's main responsibility is to ensure the accuracy of the WHS books and also produce financial reports as needed in order for WHS's senior management and board to fulfill their fiduciary oversight responsibilities. Ongoing duties include working with the Executive Director and Program Coordinator on accounts payable and accounts receivable, creating monthly financial statements and processing biweekly payroll and all monthly reconciliations. The Bookkeeper is responsible for ensuring all taxes are paid in a timely manner and that WHS is in compliance with all other government regulations and reporting. The bookkeeper also works with the Executive Director on the tracking of grant funds and financial reporting for grants, will be the main liaison with the WHS accounting firm on the annual audit, filing of tax returns and other required documents and assists with the financial aspects of occasional onsite and offsite fundraising events including the Old Wethersfield Arts & Crafts Fair, Witch of Blackbird Pond Ball, and Taste of Wethersfield, and Old Wethersfield House Tour as needed.

### **Qualifications**

The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience with a non-profit organization. Preferred candidate will have at least three years full-charge non-profit bookkeeping experience. The candidate must also possess a knowledge of bookkeeping and generally accepted accounting principles both standard and non-profit. The preferred candidate will have familiarity with required non-profit government filings and a good working knowledge of the QuickBooks accounting software package. The candidate should have strong communication skills and work collaboratively with WHS Management and staff. Wethersfield Historical Society is an equal opportunity employer and is committed to providing a welcoming and inclusive space for visitors, staff and volunteers.

### **How To Apply**

Please send your resume, and a cover letter indicating your interest to [society@wethersfieldhistory.org](mailto:society@wethersfieldhistory.org) with the subject header: WHS Bookkeeper.