Jefferson County Historical Society

Seeking Part-Time Bookkeeper
$25 per hour

About JCHS:

Jefferson County Historical Society (JCHS), founded in 1879, is a 501(c)3 based in Port Townsend, with a mission to bring people together to share, learn and be inspired by Jefferson County arts and heritage through collections, research, exhibits and programs. We operate five sites, including the Jefferson Museum of Art & History, the Rothschild House, the Commanding Officer’s Quarters, the Jefferson County Research Center, and the Gateway Visitor Center. We have a staff of ten people and are governed by a Board of Trustees.

Position Summary:

The JCHS Bookkeeper will oversee all of our organization’s financial data and compliance by maintaining accurate books on accounts payable and receivable, other financial entries (like grants, admission income, and shop sales) and monthly reconciliations. You will perform weekly and monthly accounting tasks such as financial reporting to the Executive Director, general ledger entries, and tracking restricted fund accounts. Additionally, you will liaise with our CPA for annual taxes, and our payroll contractor who handles monthly payroll and quarterly tax filings. The JCHS bookkeeper is an indispensable part of our organization’s fiscal fitness, and a valued member of our team.

Bookkeeper Job Responsibilities:

- Maintains all records of financial transactions, accounts payable and accounts receivable, by creating, actively managing, and posting transactions to Quickbooks following an established chart of accounts;

- Ensures legal compliance for non-profits and museums according to FASB rules;

- Develops systems to regularly report on financials to Executive Director;

- Defines and documents JCHS bookkeeping policies and procedures;

- Maintains accurate bank and investment account records by verifying, allocating, and posting transactions and maintaining physical filing system.

- Balances all accounts by reconciling entries monthly;

- Maintains historical records by filing documents;
• Prepares financial reports by collecting, analyzing, and summarizing account information and trends with guidance on reports needed from the Executive Director;

• Complies with federal, state, and local legal requirements by knowing requirements; enforcing adherence to requirements; filing reports; advising Executive Director on needed actions;

• Contributes to the JCHS team effort by accomplishing tasks on time and as needed.

**Bookkeeper Qualifications / Skills:**

- Excellent Interpersonal Communication Skills
- Experience Developing Standards and Systems
- Dealing with Complexity in Non-Profit Accounts
- Analyzing Information and Reporting Financial Data
- Attention to Detail, Thoroughness and Accuracy in Data Entry
- Knowledge of Accounting Best Practices
- Ability to Maintain Confidentiality and Confidential Record Keeping
- Ability to Maintain a Regular Schedule and Plan Ahead

**Education and Experience:**

Bachelor’s degree in accounting, finance, or related field, or at least five years of bookkeeping experience, or an equivalent combination of education and experience. Experience with non-profit bookkeeping a plus.

**Bookkeeper Work Hours & Benefits:**

The JCHS bookkeeper will work onsite at the Jefferson Museum of Art & History at 540 Water Street, Port Townsend, on a regular, pre-determined schedule that is mutually agreeable. The hours will be between 9am and 5pm, Monday through Friday, and approximately 12 hours per week to start (1.5 days or three half days), including training on our current systems. This position is not eligible for JCHS health benefits, but will receive PTO accrual for sick time and is eligible for family medical leave.

**How to Apply:**

Please submit a PDF resume and list of three professional references including names, phone numbers and email addresses to director@jchsmuseum.com with Bookkeeper in the subject line.

The position is open until filled.

JCHS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, gender,
sexual orientation, religion, national origin, differing ability, pregnancy, or any other aspect of a person’s unique identity.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training. JCHS makes hiring decisions based solely on qualifications, merit, alignment with our values, and our needs at the time. For more information about JCHS Mission, Vision and Values, please visit: https://jchsmuseum.org/About/Who-We-Are.html