JEFFERSON COUNTY HISTORICAL SOCIETY

Through collections, research, exhibits and programs, we bring people together to share, learn and be inspired by Jefferson County arts and heritage.

Finance Manager
Status: Part Time, Hourly Non-Exempt
Benefits: Paid vacation time, sick leave, dental and vision insurance

Overview:
Hours + Days: 15 to 20 hours per week; schedule TBD
Reports to: Executive Director
Pay rate: $29 - $32 per hour DOE

Position Summary:
The JCHS Finance Manager oversees all organizational 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. The Finance Manager performs weekly and monthly accounting tasks such as financial reporting to the Executive Director, general ledger entries, and tracking all fund accounts. Additionally, they will liaise with our CPA for federal tax return, monthly payroll, and quarterly tax filings. The JCHS Finance Manager is an indispensable member of our organization's fiscal team.

Responsibilities & Key Duties

- **Chart of Accounts & General Ledger Management:** Manage the Chart of Accounts for the Jefferson County Historical Society (JCHS). Maintain all foundational records of financial transactions, including accounts payable (AP) and accounts receivable (AR). Actively create, track, and post journal entries to QuickBooks in strict alignment with the established chart of accounts.
- **Accounts Payable (AP):** Review, verify, and process all JCHS operational and vendor bills to ensure accurate, timely disbursement of payments.
- **FASB & Non-Profit Compliance:** Ensure all accounting structures and practices maintain legal and accounting compliance for non-profits and museums according to Financial Accounting Standards Board (FASB) guidelines.
- **Payroll Administration:** Report monthly payroll hours, paid time off (PTO), and compensation updates for approx. 8 staff to the designated JCHS Payroll Contractor for processing.
- **Financial Reporting & Systems Design:** Develop, maintain, and utilize robust reporting systems to deliver regular, transparent financial reports to the Executive Director and the Board Finance Committee.
- **Policy Documentation:** Define, establish, and systematically document internal JCHS bookkeeping policies, workflows, and internal control procedures to preserve organizational continuity.

- **Banking & Asset Tracking:** Act as an authorized agent for JCHS at all financial institutions. Maintain highly accurate ledger balances across all bank accounts, restricted endowment funds, investments, and credit lines. Systematically verify, allocate, and post all account activity while managing a secure, organized physical and digital filing systems.
- **Monthly Reconciliations:** Balance and close all cash, credit, and investment accounts by reconciling internal ledger entries against monthly external financial statements.
- **Historical Data Retention:** Safeguard the integrity of historical financial data by organizing, filing, and backing up sensitive documentation physically and digitally according to professional record retention guidelines.
- **Analysis & Budget Preparation:** Prepare comprehensive monthly, quarterly, and annual financial statements by collecting, analyzing, and summarizing detailed account data to support budget planning.
- **Legal & Regulatory Oversight:** Maintain proactive knowledge of federal, state, and local legal requirements affecting 501(c)(3) entities; enforce adherence to these regulations and submit required statutory filings and payments on time.

Qualifications / Skills:

- **Software:** Proven experience and deep familiarity with QuickBooks (Online or Desktop).
- **Accounting Expertise:** Strong knowledge of general accounting best practices, with specific experience navigating the complexities of non-profit accounting.
- **Tax Experience**: Prior experience with or strong foundational knowledge of state tax reporting requirements.
- **Analytical Skills:** Demonstrated ability to accurately analyze and present financial data to non-financial team members.
- **Communication:** Excellent interpersonal communication skills with a professional demeanor.
- **Detail-Oriented:** Meticulous attention to detail with a track record of thorough data entry and maintaining strict confidentiality. Strong ability to problem solve.
- **Alignment with Values:** Active commitment to upholding JCHS's mission and demonstrating DEAI values in daily work.
- **Schedule Requirements:** Ability to maintain a reliable schedule (see below) and successfully pass a comprehensive background check.

Schedule and Location:

This position offers a flexible, hybrid work arrangement, with a minimum of one day per week required on-site at the Museum of Art + History in Port Townsend when familiarity with responsibilities and key duties is established. The weekly schedule may be arranged flexibly, provided it includes regular overlap with the Executive Director's and Finance Committee's working hours.

On-site work is performed primarily in an office environment and may involve extended periods of sitting or standing.