



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Bookkeeper/Part time

Summary: The Vanderbilt Museum and Planetarium is seeking a reliable part time Bookkeeper to join our team. Working under the direction of the Executive Director and the Associate Executive Director, the primary function of the Bookkeeper will be to perform various accounting activities and administrative tasks relating directly to the function of our Business Office.

Location: Vanderbilt Museum & Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Status: Non-exempt

Range: \$22.00 - \$26.00

Hours: Year-round part-time position; must be available to work three (3) days per week no more than 21 hours per week with flexibility for projects, on a consistent schedule Monday through Friday between the hours of 8:30 AM and 5:00 PM.

Duties and Responsibilities include the following:

- Work independently under the guidance of the Executive Director and the Associate Executive Director of the Museum.
- Track invoice obligations, make accurate and timely invoice payments, gain approval where necessary, and identify and report inaccuracies and variances.
- Record day-to-day financial transactions and complete the posting process, including accounts payable and cash receipts.
- Reconcile monthly merchant account statements; prepare ACH remittances, track balance and organize cash reports.
- Assist with month-end close.
- Audit monthly credit card statements and expense reports.
- Reconcile and verify all company invoices and monthly statements, assign payments to applicable cost centers.
- Review payroll with HR and transmit into MAS100.
- Monitor expenses and track related invoices and payments.
- File quarterly sales tax returns.
- Work with external vendors to resolve any invoice problems or inaccuracies.
- Prepare, review and submit checks for signature by the Board Treasurer and Executive Director.
- Complete quarterly Census survey.
- Submit vehicle accident reports to Suffolk County Risk Management and follow up, as required.
- Participate in annual audit; work with accountants, Suffolk County auditors and other auditors for preparation of all reports and schedules.
- Assist with finance compliance and control policies and procedures.
- Perform ad hoc analyses and prepare reports upon request.

- Attend and participate in department meetings.
- Perform other related duties as assigned.

Skills:

Exceptional organizational skills with strong attention to detail
Efficient multi-tasker to handle multiple projects in a fast-paced environment
Ability to work proactively without supervision and to use good judgment
Excellent verbal communication and interpersonal skills

Solid understanding of bookkeeping and accounting payable/receivable principles
Deadline and accuracy driven
Flexibility with the ability to adapt to shifting priorities
Computer skills with knowledge of MS Office Suite

Experience:

Bachelor's degree in Finance, Accounting or Business Administration (Required)
Experience with non-profits (Preferred)
Proven bookkeeping experience (Required)
Proven ability to calculate, post and manage accounting figures and financial records (Required)
Minimum of 3 years working in an accounting-based role (Preferred)
Experience with non-profits (Preferred)
Valid NYS Drivers License (Required)
US work authorization (Required)

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.