



BOOKKEEPER
CONSULTANT or PART-TIME
Announced 10-26-16

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary

The role of the Bookkeeper is to perform a variety of bookkeeping and accounting duties under the direction of the Executive Vice President/COO and Controller.

Responsibilities Include (incumbent may perform other duties as assigned):

- Performs financial recordkeeping and transactions as assigned within accounts payable and accounts receivable modules of QuickBooks. Conduct periodic reconciliations of accounts to ensure their accuracy. Assist in the monthly preparation of financial reports.
- Conducts duties associated with bi-monthly accounts payable including interacting with vendors, processing invoices, expense coding, and data entry.
- Conducts duties associated with accounts receivable including sending payment reminders and making follow-up calls, recording cash receipts and making bank deposits, copying checks, etc..
- Performs credit card reconciliations.
- Assists with preparing annual audit schedules.
- Proactively maintains highly organized filing system; files invoices, deposits, and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

Experience/Skills Required:

Knowledge, skills and abilities: Ability to organize and to prioritize work and to act with initiative and excellent judgment required. Candidate should be extremely detail-oriented and possess good interpersonal skills. Candidate must possess strong organizational and time management skills as well as acute attention to detail. Must be able to handle multiple, concurrent tasks in an effective manner.

Education: Associate's degree.

Preferred experience: Minimum of three (3) years of progressively responsible related experience, preferably in a non-profit organization. Proficiency in QuickBooks a must.

Physical Demands: While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40

pounds, reach and open file cabinets, traverse stairs, and bend and stand as necessary.

Supervisory Responsibilities: N/A

To Apply

Send cover letter and resume to:

Bookkeeper

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please