



## Bookkeeper/Office Associate

**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](http://www.georgiahistory.com).

**Summary:** The role of the Bookkeeper/Office Associate is to assist with A/R, A/P and other financial transactions as well as generate reports as needed. The bookkeeper also reconciles accounts to ensure accuracy, manages A/P files, and handles various other accounting tasks related to vendors, donors, and suppliers. The position is also responsible for providing support with development transactional activities. This is a part-time position (20-30 hours per week) based in Savannah, GA but may be full-time for the right candidate.

Responsibilities include (Incumbent may perform other duties as assigned):

- Create QuickBooks company A/P and A/R data. Maintain a general knowledge of the major areas of the QuickBooks application.
- Create and maintain vendor records including contact information, payment terms, and any other information required
- Create and maintain customer records including contact, delivery, and payment information
- Purchases supplies and equipment as authorized by management. Monitor office supply levels and reorder as necessary
- Tag and monitor fixed assets
- Assist with paying invoices in a timely manner; prepare bills received from vendors for payment
- Ensure that receivables are collected promptly
- Answer questions from vendors and customers about their bills and invoices
- Provide information to the Controller who creates institutional financial statements
- Assist with assembling information for external auditor for the annual audit
- As directed, calculate and issue financial analysis of the financial statements
- Maintains an orderly accounting filing system according to GHS policy and procedures
- As directed, calculates variances from the budget and reports significant issues to management
- Assist with complying with state and federal reporting requirements
- Provide clerical and administrative support to management as requested including preparing check request covers and credit card/expense reimbursement forms
- Provide GHS credit authorization for vendors and other business-related expenses
- Copy all A/R checks received as well A/P checks created; mail and complete filing
- Prepare and send pledge cards and thank you letters
- Serve as back-up for daily mail distribution

- Perform miscellaneous job-related duties as assigned

Supervisory responsibilities: None

Qualifications:

***Knowledge, skills, and abilities:***

- Solid understanding of QuickBooks and Microsoft Office
- Knowledge of business and accounting terms
- Ability to effectively manage time and meet deadlines
- Ability to communicate effectively, both orally and in writing
- Knowledge of general office procedures such as copying, filing, and shredding
- Flexible and adaptable; willingness to get the job done

***Education:*** Associates degree in accounting or business administration as well as knowledge of bookkeeping and generally accepted accounting principles.

***Required Experience:*** Two years of progressive experience in bookkeeping including use of QuickBooks. Must be very detailed oriented.

***Preferred Experience:***

Preference will be given to candidates with a strong working knowledge of the QuickBooks accounting software package. Experience with Salesforce a plus.

To Apply

Send Cover Letter, Resume and Salary Requirements to:

Bookkeeper/Office Associate  
Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No Phone Calls Please*