

Now Hiring- Part-Time Bookkeeper

Pennsylvania Lumber Museum Associates, Potter County, Pennsylvania



Job Description:

The Pennsylvania Lumber Museum Associates (PALMA) are seeking a Bookkeeper to work with the PALMA Board of Directors and the Museum Site Administrator to provide responsible fiscal management and oversight for the organization. The bookkeeper maintains financial records, tracks deposits, issues payments, and prepares financial reports. The bookkeeper also handles payroll duties for all PALMA employees. PALMA is a 1,000+ member 501(C)3 non-profit organization that supports the operation of the Pennsylvania Lumber Museum, in partnership with the Pennsylvania Historical and Museum Commission (PHMC).

Detailed income and expense tracking by account and department is compiled and organized by the Bookkeeper and recorded using approved accounting software, such as QuickBooks Pro or a comparable product. PALMA owns a version of this fully licensed software, installed on a computer assigned to the Bookkeeper. Access to the electronic financial records is restricted by password to the Bookkeeper, President, and Treasurer. Statements and information compiled using the accounting software are provided to auditors and others as authorized by the PALMA Treasurer.

Work location:

The Bookkeeper will work on-site at the Pennsylvania Lumber Museum, in a dedicated office.

Schedule:

The PALMA Bookkeeper is a part-time, hourly position, with a maximum of 8 hours per week. There are no benefits associated with this position, and wages are paid on an hourly basis. Compensation is commensurate with experience, and all terms of employment will adhere to the guidelines established in the current approved PALMA Personnel Policy. The work schedule for the position is flexible, occurring as coordinated with the Site Administrator, PALMA executive committee and other museum staff members. The museum is open to the public Wednesday through Sunday, 9 Am to 5 Pm, and it is expected that work hours will generally occur within that timeframe.

Minimum Requirements:

- Experience using *QuickBooks Pro* or comparable financial software.
- Experience in processing payroll and associated taxes/ workers compensation reporting.
- Experience using *Square* or comparable Point-of-Sale software.
- Experience working with non-profit organizations preferred.
- As there are no public transportation options available to reach the museum, the applicant must have and maintain a valid driver's license or have another reliable means of transportation to the site.
- The selected candidate will be asked to complete a Pennsylvania State Police Criminal Background Check; Pennsylvania Child Abuse History Clearance; and an FBI Criminal History Clearance.

Duties and Responsibilities:

- Make Payment on PALMA's Bills.
- Reconcile Incoming Deposits.
- Reconcile Credit Card Payments Made to the PALMA Gift Shop.
- Monitor and Reconcile Transaction on the PALMA PayPal Account.
- Execute Payroll activities for PALMA Employees.
- Compile and Create Financial Reports for Finance Committee and Board of Directors Meetings.
- Reconcile Financial Institution and Investment Statements.
- Administer Quarterly Payroll and Sales Tax Payments.
- Assist in the Preparation of the PALMA Annual Financial Review and 990 Tax Filing.
- Administer Workers Compensation Audit.
- Complete Annual/ Monthly Financial Reporting to PHMC.
- Keep Charitable Organization Registration up-to-date.
- Be Proficient in Accounting Software and Record Keeping/ Financial Controls.
- Other mutually agreed upon duties as assigned.

Please submit a resume and cover letter to Roger Hetrick, President, Pennsylvania Lumber Museum Associates, by April 18, 2025. Mail your information to: P.O. Box 239, Galeton, PA 16922; **OR**, email information to: palumbermuseum@gmail.com with the subject Bookkeeper application. Thank you.