



MUSEUM of NORTHERN ARIZONA

**Title:** BOOKKEEPER

**Department:** Business Office

**Status:** Non Exempt, Regular Full-time, Hourly

**Supervisor:** Controller

**Position Description:** With Controller, is responsible for Museum-wide bookkeeping activities that include a thorough knowledge of Museum accounts and procedures. Maintains accounts payable and accounts receivable.

**Major Tasks and Responsibilities:**

- Maintains accounts payable, including processing vendor invoices to insure expenses are posted to correct accounts, and that amounts to be paid are correct. Also includes data entry of invoices, preparation of aging reports and open invoice reports, weekly processing of checks for payment, mailing and filing.
- Maintains Accounts Receivable, including the maintenance of customer accounts, generation of Rental and Tour receivable invoices and statements, and recording of payments.
- Maintains petty cash balances and associated requests for cash.
- Oversees postage meter use. Orders postage supplies and maintains postage accounts (bulk mail and meter). Sorts and distributes daily incoming mail.
- Oversees fax machine and postage machine in Administration Office Building.
- Opens and endorses MNA Membership and Development payments and all checks received.
- Prepares and records daily cash deposits, including sales from all revenue-producing departments. Prepare summary sheets for each deposit for entry into accounting software and maintaining deposit files.
- Makes bank deposits as required.
- Audits, prepares and faxes report for NAU Federal Work Study timesheets.
- Manages end of Fiscal Year transition of files, including boxing previous year's Payables, and setting up files for new Fiscal Year.
- Assists in ordering general office supplies.
- Schedules vehicle usage
- Oversees Staff requests for use of credit cards.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
- Other duties as assigned.

**Education and Experience Requirements:**

- High school degree or equivalent required; coursework in accounting preferred
- Experience as a full-service bookkeeper in a company of similar size preferred
- Experience with non-profit organizations is preferred



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**Abilities, Skills, and Knowledge:**

- Familiarity with Microsoft Office suite, and MIP or other accounting software experience strongly preferred
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing, with staff, vendors, and others to whom you represent the institution.
- **Must be able to** lift 20 pounds, climb stairs, walk moderate distances, stand, sit and work process for long periods and have the ability to hear on the telephone or in personal conversations, speak clearly on the phone and in person, and have visual acuity.

**Working Conditions:** Generally work indoors, Full-time, 40 hours per week, Monday through Friday with some nights and weekends as needed.

**Job offer contingent on satisfactorily passing criminal background check.**

The Museum of Northern Arizona is an equal opportunity employer.

**How to apply:** Send cover letter, resume and three professional references to:  
Human Resources Museum of Northern Arizona 3101 N. Fort Valley Rd. Flagstaff, AZ 86001

Or fax to 928-774-1229

Or email in MS Word Format to [employment@musnaz.org](mailto:employment@musnaz.org). Please indicate in your cover letter the position you are applying for.

**Deadline:** open until filled.

Please submit your application materials by Sunday, January 31, 2016, to be included in the first review of applications