



Title: Bookkeeper

Department: Accounting

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

Supervisor: Staff Accountant

Position Description: Works under the direction of the Staff Accountant. Responsible for executing timely and efficient processing of accounting transactions and ensuring the smooth operations of the Administration Building of MNA.

Responsibilities:

- Maintains accounts payable records, including processing vendor invoices ensuring proper documentation, approvals, coding and payment.
- Prepares and records daily cash deposits, including activity from all revenue-producing departments. Makes bank deposits as needed.
- Maintains Accounts Receivable records, including the maintenance of customer accounts and proper recording of invoices & payments.
- Opens, endorses, and copies incoming checks, distributing them to appropriate departments for processing.
- Maintains petty cash, coordinates staff requests for credit cards, and ensures timely submission of NAU Federal Work Study timesheets.
- Assists Director of Finance with preparation for annual audit.
- Acts as Administration Building coordinator to help ensure smooth building operations. Oversees shared office equipment, ordering of general office supplies, distribution of incoming mail and packages and understands and applies established security protocols systems for staff safety.
- 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.

Key Relationships:

- Works under the overall direction of the Director of Finance.
- Works under the supervision of the Staff Accountant to ensure department's work is covered and handled properly.
- Works closely with all departments using Altru to ensure proper recording of activity.
- Works closely with Membership staff to reconcile monthly membership income between Altru and Abila.
- Maintains necessary relationships with vendors.

Education and Experience Requirements:

- High school degree or equivalent required; coursework in accounting preferred
- Similar experience in a company of similar size preferred
- Experience with non-profit organizations is preferred



Abilities, Skills, and Knowledge:

- Ability to communicate, both orally and in writing, with staff, vendors, and others to whom you represent the institution.
- Ability to manage multiple projects simultaneously.
- Good organizational skills and attention to detail.
- Ability to utilize computerized system, including Microsoft Office Suite, email, internet, and MIP or other accounting software.
- Ability to maintain confidentiality in all professional matters.
- Must be able to lift 20 pounds, climb stairs, walk moderate distances, stand, sit, and work for long periods of time.
- Must have visual acuity, ability to hear on the telephone or in personal conversations and speak clearly on the phone and in person.

Working Conditions: Generally work indoors. Full-time, 40 hours per week, Monday through Friday with occasional nights and weekends. This position will pay \$20/hour.

Other Requirements

- Valid Arizona Driver's License.
- Reliable transportation to deliver deposits to the bank

How to apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.