



MUSEUM of NORTHERN ARIZONA

Title: Bookkeeper

Department: Finance

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

Supervisor: Director of Finance and Operations

Salary: \$21.85/hour

Position Description: Works under the direction of the Director of Finance and Operations. 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.
- 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 closely with the Staff Accountant to ensure the department's work is covered and handled properly.
- Works closely with all departments using Altru to ensure proper recording of activity.
- Maintains necessary relationships with vendors.

Education and Experience Requirements:

- High school degree or equivalent required
- Prior accounting/bookkeeping experience preferred
- Experience with Oracle Net Suite and Microsoft Office software is an advantage



MUSEUM of NORTHERN ARIZONA

- 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 process 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 from 9:00 am – 5:00 pm with occasional nights and weekends.

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. **RESUME REVIEW WILL BEGIN ON JULY 28, 2026.**

"We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws."