



POSITION DESCRIPTION

About the Alliance: The American Alliance of Museums (AAM) supports all museums across the United States, including aquariums, zoos, historic sites, parks, and gardens. Serving over 30,000 members including museums, museum professionals, and companies that support the sector, the Alliance is the largest national museum organization in the U.S. The Alliance serves its membership and the museum community through four pillar programs: Learning, Building and Connecting our Community, Advocacy, and Practice Management. Maintaining an annual operating budget of \$11M with 40 staff members, we are a 501(c)3 nonprofit headquartered in Arlington, VA and an equal opportunity employer.

The Opportunity: The Bookkeeper (part-time) is responsible for managing daily Accounts Receivable and Accounts Payable functions, in addition to completing bank and credit card reconciliations, and assisting with routine month-end close processes. This role is perfect for someone who has a passion for museums and enjoys detailed administrative tasks which are critical to keeping our operations running smoothly. This is a part-time, hybrid position with anticipated workload of 20-32 hours per week. Additional members of the Finance & Administration team include the Associate Vice President of Finance & Administration, Accounting Manager, and Human Resources Manager.

- ⇒ Reports To: Associate Vice President of Finance & Administration
 - ⇒ Team Size: 4
 - ⇒ Direct Reports: 0
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Your Role in Action

- Accounts Payable
 - Create and manage vendor records across a third-party payables system (Anybill) and accounting software (Sage Intacct).
 - Maintain W9 and ACH banking files for all vendors.
 - Provide troubleshooting support on third-party payables system to staff (ie. password resets, vendor address updates, payment information, etc.)
 - Review and approve AP transactions for accuracy, including invoice date, amount, due date, incur date and GL coding.
 - Review and approve Center Card charges for proper receipt documentation and GL coding.

- Accounts Receivable

- Prepare daily cash batches for Check, ACH, Wire, and Lockbox and distribute information to relevant departments for data entry.
 - Process all general accounts receivable payments.
 - Process credit card payments from customers via phone and email.

 - Month-End
 - Perform month-end import of accounts payable and accounts receivable transactions to the general ledger.
 - Provide month-end closing support by drafting routine journal entries such as expense allocations and payroll and benefit allocations.
 - Maintain routine month-end schedules including fixed assets and prepaids, with support of the Accounting Manager.

 - Bank and Credit Card Reconciliations
 - Conduct bank reconciliations monthly for one operating account and one ZBA account.
 - Reconcile two corporate credit card accounts monthly for American Express and Center Card.

 - Other
 - Assist in preparation of annual 1099 tax filing.
 - Perform other administration duties as assigned.
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What You'll Bring to the Team

- Proven experience as a bookkeeper or in a similar role.
 - Strong understanding of accounting principles and practices, and financial regulations.
 - Proficiency in accounting, payment management, and CRM softwares (ie. Quickbooks, Sage Intacct, Bill.com, Anybill, Aptify).
 - Strong attention to detail and accuracy.
 - Excellent numerical skills and proficiency in Excel and Microsoft suite.
 - Ability to work independently and manage time effectively.
 - Good communication and interpersonal skills.
 - Associates degree in Accounting, Finance or related field preferred.
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Salary & Work Location

Hourly Wage: **\$30.00/hr.**

Hours: Anticipating 20 – 32 hrs./week. Flexible hours available.

Location: Hybrid – AAM Office located at 2451 Crystal Dr. Suite 1005 Arlington, VA 22202

Interested Candidates should submit a resume and cover letter to hr@aam-us.org with the subject line: **Bookkeeper (Part-Time) by May 2, 2025**

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

For more information, please visit www.aam-us.org