The bookkeeper is an integral member of a lean Finance team reporting to the Director of Finance and Administration. The Parrish Art Museum’s Bookkeeper will perform various cash, disbursement, and cash accounting activities within the Finance function. Performs various accounting and bookkeeping duties according to established policies and procedures. This individual may be required to provide input to or participate in various projects and will perform other duties as requested. In this position, the bookkeeper must have superb time management skills; be detail oriented and highly organized; and be able to handle multiple tasks, adhere to deadlines, and work well independently and as part of the team.

PRIMARY RESPONSIBILITIES:

- Responsible for financial data entry into the museum financial system (Financial EdgeNXT experience preferred) including processing AP and AR according to established policies and procedures
- Process payroll (bi-weekly) and handle disbursements for employee benefits
- Review purchase orders to make sure expenses are within budget and approval processes are met
- Process and post all expenditures to the general ledger (except payroll)
- Prepare daily bank deposit
- Monitor and reconcile bank accounts
- Process and review monthly/quarterly rent determination requirements
- Process and file sales tax for the museum store
- Assist with month-end, quarterly and year-end reporting, audits, tax filings and inquiries as required
- Prepare income and expense reports from Financial Edge, as needed
- Assist with yearly budget preparation as needed
- Provide input to or participate in special projects as requested.

REQUIREMENTS:

- Goal-oriented with at least one year of non-profit accounting experience
- Detail oriented
- College Degree in Accounting (preferred)
- Proficient with Excel and Accounting systems (Ex: Financial Edge, Netsuite...)
- Demonstrates a passion for The Parrish’s organizational mission
- Demonstrates a passion for furthering equity, diversity, inclusion, and accessibility in the work environment
ADDITIONAL SKILLS:
● Excellent spreadsheet and database skills
● Strong organizational, critical thinking, and customer service skills
● Ability to multi-task and manage competing deadlines
● Effective written and verbal communication skills
● Ability to work in a team environment as well as independently, self-starter, energetic
● Ability to anticipate work needs and follow through with minimum direction

WORKING CONDITIONS: Work will be performed primarily at the Museum offices with some allowance for remote work. The physical demands and work environment characteristics are representative of those employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must accept direction from the Executive Director and Director of Finance and Administration in executing principal responsibilities.

SALARY:
$24 - $27 per hour

ABOUT THE PARRISH ART MUSEUM:
The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives.

Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum’s offices are fully accessible.

To apply for the position, interested candidates should send a resume and cover letter to hr@parrishart.org