



PARRISH ART MUSEUM

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JOB DESCRIPTION

POSITION OVERVIEW

Job Title: Bookkeeper

Reports To: Deputy Director for Finance and Administration

Status: Full-Time, Non-Exempt

Date: June 2026

COMPENSATION

This position has an hourly rate of \$30.00 per hour for 30 hours per week.

Full-time employees are eligible for a comprehensive benefits package including medical, dental, and vision coverage; 403(b) retirement plan; staff museum membership; and other applicable discounts and benefits.

POSITION SUMMARY

The Bookkeeper is an integral member of the Finance team, reporting to the Deputy Director of Finance and Administration. The Bookkeeper performs various cash, disbursement, and accounting activities within the Finance function in accordance with established policies and procedures. This individual 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 both independently and as part of a team. The Bookkeeper may be required to provide input to or participate in various projects and will perform other duties as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Accounts Payable and Receivable

- Responsible for financial data entry into the museum's financial system (Financial Edge NXT experience preferred), including processing AP and AR according to established policies and procedures.
- Review purchase orders to ensure expenses are within budget and that approval processes are met.
- Process and post expenditures to the general ledger.

B. Payroll and Benefits

- Process bi-weekly payroll and handle disbursements for employee benefits.

C. Banking and Reconciliation

- Prepare daily bank deposits.
- Monitor and reconcile bank accounts.



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D. Tax and Compliance

- Process and file sales tax for the museum store and café.

E. Reporting and Financial Close

- Assist with month-end, quarterly, and year-end reporting, audits, tax filings, and inquiries as required.
- Prepare income and expense reports from Financial Edge NXT as needed.
- Assist with yearly budget preparation as needed.

F. HR and Administrative Support

- Assist with HR onboarding and benefits administration.

G. General Duties

- Provide input to or participate in special projects as requested.
- Perform other duties as assigned by the Deputy Director of Finance and Administration.

QUALIFICATIONS

- At least one year of non-profit accounting experience.
- College degree in Accounting preferred.
- Proficiency with Excel and accounting systems (e.g., Financial Edge NXT, NetSuite).
- Goal-oriented with strong attention to detail and organizational skills.
- Demonstrates a passion for the Parrish's organizational mission.
- Demonstrates a commitment to furthering equity, diversity, inclusion, and accessibility in the work environment.

WORKING CONDITIONS

Work is performed primarily at the Museum offices, with occasional allowance for remote work. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Must accept direction from the Deputy Director of Finance and Administration in executing principal responsibilities.

ABOUT THE PARRISH ART MUSEUM

The Parrish Art Museum is a place to discover and connect with artists and art, with a focus on the rich creative legacy of the East End and its global impact on the art world. Inspired by the natural setting and historical artistic community of Long Island's East End, the Parrish Art Museum celebrates its legacy through a distinctive contemporary lens and socially conscious global context. The Parrish illuminates the creative process and how art, architecture, and design transform our experiences and our communities, and how we relate to the world. Access to relevant cultural engagement, artistic inspiration, a natural environment, and architectural ingenuity characterizes the Museum experience as a unique destination for the region, the nation, and the world.



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HOW TO APPLY

To apply, please send a resume and cover letter to hr@parrishart.org. Position open until filled. Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview. No phone calls, please.

COMMITMENT TO DIVERSITY

The Parrish Art Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workplace. The Museum is committed to a work environment that supports, inspires, and respects all individuals, and does 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.

Disclaimer

This job description is not intended to be a complete list of all duties, responsibilities, or qualifications associated with the position.