



Connecticut League of History Organizations
Central Connecticut State University
Department of History
1615 Stanley Street
New Britain, CT 06050
(860) 832-2674

Bookkeeper

The Connecticut League of History Organizations (CLHO) seeks a part-time bookkeeper to help with financial management and grants accounting.

About CLHO: The Connecticut League is a nonprofit statewide membership organization serving museums, historical societies, archives, libraries, and other cultural heritage institutions across Connecticut. Our mission is to strengthen the work of those who preserve and share the stories and objects of Connecticut's history and culture. We provide advice, resources, programs, training, networking opportunities, and other services to support best practices in the state's museum and cultural field. The League partners with Connecticut Humanities, and with the Public History Program at Central Connecticut State University, where our office is based, to carry out our mission.

Employee status and compensation: Part-time, 6–8 hours/week, \$27–30/hour, remote

Description: Reporting to the Executive Director, the bookkeeper will support the League's financial management, payroll, and grants accounting. The successful candidate will be responsible for verifying and entering into the financial records the details of the organization's financial transactions, including accounts receivable, accounts payable, and standard monthly general ledger entries. Additionally, the bookkeeper is responsible for monthly bank statement reconciliations and provides monthly financial reporting to the Executive Director. The bookkeeper will assist the Executive Director and Board with annual budget and audit preparation, and support the preparation of annual IRS filings. The bookkeeper will also be responsible for managing grant funds and payroll.

Major Duties:

- Income and Accounts Receivable – Process and record invoices and receipts of memberships and programs/events, fees, contributions and grants. Prepare weekly bank deposits. Monitor accounts receivable balances and prepare relevant monthly reports.
- Accounts Payable – Process and record invoices received for organizational operating and capital expenses. Prepare checks for payment and reconcile credit card statements.
- Payroll – Collect and process timesheets and other payroll and benefits status change documents. Prepare weekly payroll for outside providers of payroll service. Record payroll activity in the general ledger. Maintain paid time off accruals and balances. Ensure appropriate documentation is maintained for payroll and personnel records. Hold sensitive payroll information confidential.
- General Ledger Accounting – prepare standard entries for posting to the general ledger on a timely and accurate basis including payroll activity and interest accruals.

- Reporting – Prepare timely and accurate monthly reports to the Executive Director, and quarterly and annual reports to outside entities as assigned.
- Reconciliation – Reconcile general ledger accounts to sub-ledger detail including merchant services and bank accounts.
- Budgeting – Assist the Executive Director with the annual budgeting process as needed.
- Audit Preparation and IRS Filing – Assist the Executive Director with preparation for the annual audits, IRS forms, and annual filings
- Cross Training and Backup – Ensure other staff are trained to provide backup to critical bookkeeping functions as necessary to meet deadlines in an accurate and timely fashion.

The above descriptions of tasks and responsibilities are not exhaustive and not meant to be inclusive of every task or responsibility that may be required or assigned by management. The employee may be occasionally required to stand or remain in a stationary position for extended periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. The employee may frequently ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities in order to perform duties essential to the position.

Our ideal candidate will have:

- Three or more years of full-charge bookkeeping experience using QuickBooks Online
- An associate degree in accounting or commensurate experience
- Experience processing payroll and benefit allocations
- Familiarity with IRS Form 990 and its requirements; experience preparing 990s a plus
- Demonstrated strong proficiency with Excel/spreadsheets
- Demonstrated accuracy and detail orientation
- Ability to work under pressure and meet required deadlines
- Time management skills and the ability to prioritize competing duties and tasks
- Ability to communicate clearly and professionally in both verbal and written form
- Ability to work independently, yet collaboratively, in a team environment
- Experience working with non-profit organizations and grant funding

CLHO is committed to workplace diversity and seeks candidates who represent the diversity of Connecticut, including but not limited to race, ethnicity, indigeneity, gender, sexual orientation, age, disability, cultural background, and socioeconomic stratum. We follow federal and state laws and are an equal opportunity employer.

How to apply: Please indicate your interest with a cover letter and resume. In your cover letter, please tell us why you are the ideal candidate for this position and how your values are aligned with those of the Connecticut League. Send your application materials to Amrys O. Williams, Executive Director, at director@clho.org, with the subject line “Bookkeeper.”

Deadline: 30 April 2022

Questions: Please contact Amrys O. Williams, Executive Director, at director@clho.org.