



## Position Description – Full Charge Bookkeeper

Ramsey County Historical Society

October 14, 2024

- Title:** Bookkeeper
- Classification:** Part-Time, Non-Exempt (20-24 Hours/Week)
- Position Summary:** The Bookkeeper works closely with the President & CEO, contract CPA, and Development Officer. Responsibilities include Accounts Receivable, Accounts Payable, Payroll (via ADP), General Ledger management, and bank account management. Will assist CPA in generating monthly reports, filing required tax and unemployment reports with appropriate agencies, and assist in annual operating and capital budget development.
- Reports To:** President & CEO
- Time/Schedule:** Schedule is flexible but does require at least two days per week in-office, some remote work may be possible after six months. General office hours are 9 a.m. to 5 p.m. The Bookkeeper office is located in Landmark Center in Downtown Saint Paul. Occasional work at our Gibbs Farm location in Falcon Heights is also expected.
- Compensation:** Hiring Range of \$30-\$33/hour
- Benefits:** Paid time off, eligible for retirement plan after one year of employment.
- Prof. Development:** Staff members at RCHS are encouraged to actively pursue professional development opportunities annually. This training will be paid for by RCHS.

### Specific Responsibilities:

#### I. General Accounting (75%)

- i. Cash Management
- ii. Accounts Payable
- iii. Accounts Receivable & Billing
- iv. General Ledger
- v. Bank Reconciliation

#### II. Payroll Management (10%)

- i. Manage bi-weekly payroll using ADP.
- ii. Work with payroll vendor (ADP) to ensure quarterly tax, unemployment, and other payroll related taxes and reports are paid/submitted.
- iii. Work with payroll vendor (ADP) to ensure W2 and 1099 forms are completed accurately.

#### III. Tax, Audit, & Administrative Filings (10%)

- i. Support CPA in remitting sales tax payments.
- ii. Support CPA in completing annual tax return.

- iii. Support CPA and Auditor in completing annual audit.

#### **IV. Staff Finance Committee (5%)**

- i. Support CPA in completing monthly financial statements for review by management and board of directors.
- ii. Attend quarterly finance committee meetings as a resource for committee members.
- iii. Work with President & CEO and Treasurer to schedule and coordinate quarterly finance committee meetings.

#### **Qualifications**

Required:

- At least three years of experience in accrual method accounting
- At least three years of experience successfully completing the general accounting tasks identified above; we can train the right candidate on payroll and audit/tax tasks.
- Full proficiency in Quickbooks Online
- Availability to be physically present in our office at least two days per week.
- Associate degree in Accounting; a combination of alternative certification and experience may also be competitive for this role.
- Effective verbal and written communication skills.
- Personal values should align with RCHS values (below), including a commitment to maintaining an inclusive and equitable work environment.

Desired:

- Payroll management via third party vendor (we use ADP, experience with other vendors is fine).
- Proficiency with Microsoft Office applications.
- The ability to explain financial information clearly and concisely to knowledgeable senior staff and volunteers.
- Advanced knowledge of non-profit accounting and compliance requirements.
- Experience working in a small office and/or a non-profit with a budget of \$1 - \$2 million.

#### **RCHS mission and values:**

##### Mission

Preserving our Past, Informing our Present, and Inspiring our Future

##### DEAI

See <https://rchs.com/about/deai-statements/> for our commitment to Diversity, Equity, Inclusion, & Accessibility.

##### RCHS Vision

Ramsey County Historical Society will continue as a trusted, innovative steward and teacher of history, committed to working with our community to build and sustain a more just and vibrant future.

## **RGHS Values**

- We strive for **AUTHENTICITY** and **ACCURACY** in all programs and activities.
- We embrace **INNOVATION**; seeking new and unique ways to collaborate with and educate our community about familiar and unfamiliar history.
- We act with **INTEGRITY**; adhering to the highest ethical and professional standards.
- We prioritize **INCLUSION** and **EQUITY** in our activities, processes and decision-making.
- We embody **RESPECT**, listen with intent, and work to build trusting relationships.

RGHS provides exceptional programming and actively preserves nearly five million pieces of archival materials and artifacts, provides direct education services to 23,000 students and teachers, publishes a nationally respected and award-winning quarterly magazine, and has a direct service reach of more than 45,000 individuals annually.

**To Apply:** Send a cover letter and a recent resume to Chad Roberts at [chad@rghs.com](mailto:chad@rghs.com). This position is open until filled. We strive to reach out to all applicants within two weeks of applying. Interviews will begin November 1, 2024.