



Bookkeeper

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary: The Bookkeeper will perform bookkeeping functions for the institution including entering accounts payable, collecting/processing accounts receivable, and assisting with monthly financial reports/reconciliations. This is a part-time position working approximately 20-30 hours per week based in Savannah, GA.

Responsibilities include (Incumbent may perform other duties as assigned):

- Accurately enter data for accounts payable and receivable. Ensure Vendor and Customer files in QuickBooks are accurate and up-to-date.
- Create and maintain vendor records including contact information, payment terms, and any other information required.
- Create and maintain customer records including contact, W-9, delivery, and payment information.
- Process check requests, ensuring all appropriate approvals have been received. Research and solve payment/billing discrepancies as needed to ensure timely rebilling/payment.
- Ensure that receivables are collected promptly; send A/R reminders as needed.
- Answer questions from vendors and customers about their bills and invoices.
- Assist with assembling information for external auditor for the annual audit.
- Maintain an orderly accounting filing system according to GHS policy and procedures.
- Provide clerical and administrative support to management as requested including preparing check request covers and credit card/expense reimbursement forms.
- Provide GHS credit authorization for vendors and other business-related expenses.
- Perform other accounting duties as required including but not limited to researching financial information, drafting credit applications, and assisting with reconciliations and with benefits coordination/implementation.

Supervisory responsibilities: None

Qualifications:

Knowledge, skills, and abilities:

- Solid understanding of QuickBooks and Microsoft Office
- Knowledge of business and accounting terms

- Ability to effectively manage time and meet deadlines
- Ability to communicate effectively, both orally and in writing
- Knowledge of general office procedures such as copying, filing, and shredding
- Flexible and adaptable; willingness to get the job done

Education: Associates degree in accounting or business administration as well as knowledge of bookkeeping and generally accepted accounting principles.

Required Experience: Five years of progressive experience in bookkeeping including proficient use of QuickBooks and Microsoft Excel. High degree of accuracy and attention to detail..

Preferred Experience:

Preference will be given to candidates with a strong working knowledge of the QuickBooks accounting software package. Experience with Salesforce a plus.

To Apply

Send Cover Letter, Resume and Salary Requirements to:

Bookkeeper
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email:jobs@georgiahistory.com

No Phone Calls Please