



Part-Time Accountant/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 PT Accountant/Bookkeeper will perform functions for the institution including entering accounts payable and assisting with monthly financial reports/reconciliations. This is a part-time position working approximately 10-16 hours per week based in Savannah, GA.

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

- Accurately enter data for accounts payable. Ensure Vendor files in QuickBooks are correct and up-to-date.
- Process check requests. Research and solve payment/billing discrepancies as needed to ensure timely rebilling/payment.
- Provide clerical and administrative support to management as requested including preparing check request covers and credit card/expense reimbursement forms.
- 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.
- Assist with collections; send A/R reminders as needed.
- Maintain an orderly accounting filing system according to GHS policy and procedures.
- 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:

- Proficient experience using QuickBooks and Microsoft Office
- Ability to effectively manage time and meet deadlines, demonstrates strong organizational and problem-solving skills
- Ability to communicate effectively, both orally and in writing
- 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: Three to 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 extensive working knowledge of the QuickBooks accounting software package. Experience with Salesforce a plus.

Physical Demands Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

Accountant/Bookkeeper

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No Phone Calls Please