

Museum of Indigenous People  
Bookkeeper/Accountant Responsibilities

Weekly:

- Record and reconcile Trading Post sales receipts internally & with bank report
- Record daily admissions, paid and unpaid (comps/memberships)
- Record memberships
- Record "Volunteer Award" transactions
- Process Accounts Payable invoices & enter Debit Card transactions
- Prepare bi-weekly payroll

Monthly/Quarterly:

- 15<sup>th</sup> of month remit AZ and Federal payroll tax withholdings
- Extract monthly and "one-off" financial reports for Treasurer

Annual (January)

- Sales tax report to state
- W-2 and 1099 reporting
- Additional payroll tax returns including A1-R, W-3 & w-4, Form 1098 & 1099
- Corporate filing-annual
- Prepare workpapers for tax return

Skill set:

- Quickbooks experience
- Excel experience
- 3 – 5 years bookkeeping and accounting experience
- Associate degree minimum preferred
- Excellent communicator
- Reports to Executive Director