



Bookkeeper Position Description

Mission and History

The International Women's Air & Space Museum (IWASM) is a 501c3 nonprofit organization whose mission is to collect, preserve, and showcase the history and culture of women in all areas of aviation and aerospace; educate people of the world about their contributions; and inspire future generations by bringing the history to life. For more than 45 years, IWASM has continued to collect, preserve, and highlight women's accomplishments in every facet of aerospace. IWASM is located in the Burke Lakefront Airport in downtown Cleveland, OH. The organization participates in numerous projects including Rosie the Riveter Days, Corks on the Concourse, hosting evening public programs as well as participating in traveling community programs highlighting the resources available at the museum.

Role and Responsibilities

Under the direction of the Executive Director and Treasurer, the Bookkeeper will be responsible for:

- Processing vendor payments and recording receipts.
- Tracking and reporting financial activity of restricted funds.
- Processing biweekly payroll and pay related quarterly taxes.
- Preparing monthly financial statements for the Board of Trustees.
- Reconciling monthly bank statements and petty cash.
- Provide assistance in preparation of the annual budget.
- Generating year end reports for tax return and IWASM Annual Report.

Qualifications

The incumbent will have a minimum 2-4 years with QuickBooks. In addition, they will have:

- Proven bookkeeping experience.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Experience with payroll and quarterly tax administration.
- Data entry skills along with a knack for numbers.
- Hands-on experience with spreadsheets and proprietary software.
- Proficiency in MS Office.
- High degree of accuracy and attention to detail.
- BS degree in Finance, Accounting or Business Administration, preferred but not required.

Experience with a small nonprofit organization is a plus.

Compensation

This position is an hourly, contracted position. Starting range is \$18-20/hour for 10 hours/month. IWASM is an equal opportunity employer. For more information, visit www.iwasm.org.

To apply

All interested applicants must submit a resume/C.V. along with the names, email address, and phone number for three professional references to Sara Fisher, Executive Director at sfisher@iwasm.org. Email subject line must read "IWASM Bookkeeper Application." Applications submitted by January 29, 2021 will receive priority consideration. No phone calls or mailed applications will be accepted.

rev. January 2021