

Job Title: Part-time Bookkeeper

Schedule: Daytime Flexible 20-25 hours per month

Classification: Non-Exempt

Rate of Pay: \$18.00

Reports to: Executive Director

Location: Bootheel Youth Museum, Malden, Missouri

About the Bootheel Youth Museum

The Bootheel Youth Museum is a hands-on children's museum dedicated to inspiring curiosity, creativity, and learning for children and families in the Missouri Bootheel region. Through interactive exhibits, educational programming, and community partnerships, the museum provides opportunities for young people to explore science, technology, engineering, art, and mathematics (STEAM) while fostering imagination, discovery, and play.

The museum serves as an important community resource—bringing together families, educators, and local organizations to support youth development, lifelong learning, and regional pride.

Position Overview

The Bootheel Youth Museum is seeking an organized Bookkeeper to record day-to-day financial transactions, maintain the general ledger, process and ensure records are accurate, up-to-date, and compliant with financial regulations.

Responsibilities include but are not limited to:

- **Transaction Recording:** Accurately categorize and enter income, expenses, and purchases into QuickBooks accounting software.
- **Accounts Payable (A/P):** Process vendor invoices, monitor due dates, and schedule payments.
- **Accounts Receivable (A/R):** Issue customer invoices, track outstanding balances, and follow up on overdue accounts.
- **Bank & Account Reconciliations:** Match bank and credit card statements against internal ledgers to catch discrepancies, missing payments, or fraud.
- **Payroll Processing:** Calculate employee wages, manage tax withholdings, track PTO, and execute payroll.
- **Financial Reporting:** Generate essential financial statements (like the Income Statement, Balance Sheet, and Cash Flow Statement) to present a clear picture of cash flow to management.
- **Tax Preparation:** Organize receipts, track sales tax, and compile the necessary documentation for CPAs and tax preparers during tax season.

Skills and Qualifications

- Basic knowledge of bookkeeping and accounting methods, including double-entry bookkeeping, accrual accounting and cash accounting.
- Strong math skills to calculate debits and credits to accounts and complete account reconciliations.
- Experience entering transactions into accounting software programs, such as QuickBooks.
- Ability to use excel spreadsheets and accounting software to produce key financial reports, such as income statements, balance sheets, cash flow statements, accounts payable (AP) statements and accounts receivable (AR) statements.
- Understanding of basic tax liabilities, including payroll and sales tax
- Familiarity with laws and regulations related to the preparation of financial statements.
- Strong attention to detail and ability to spot financial discrepancies.
- Communication and interpersonal skills to collaborate with Executive Director and Board Members.
- Excellent organizational and time management skills.
- Degree in Accounting, Finance, or Business Administration or equivalent experience preferred.

Work Environment

Part-time position with a typical weekday schedule.

Correspondents

Please send the Application for Employment and a Resume/CV to info@bootheelyouthmuseum.org.