

**ORGANIZATION**      **New Bedford Whaling Museum**

**LOCATION**            **New Bedford, MA**

**THE POSITION**        **Accounting Clerk (Part-time)**

The New Bedford Whaling Museum seeks a part-time Accounting Clerk. Reporting to the Senior Accountant, the Accounting Clerk provides accounting and clerical support to the finance department. The Accounting Clerk keys daily paperwork to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable duties, and assists accounting personnel with special projects.

### **Essential Duties and Responsibilities**

- Perform accounting and clerical functions to support finance department personnel
- Research, track, and resolve accounting issues
- Compile and sort invoices and checks
- Match invoices to work orders and approval documents
- Process bills for payment
- Issue checks for accounts payable
- Prepare outgoing mail for the accounting department
- Record business transactions and key daily worksheets to the general ledger system
- Record charges and refunds
- Prepare bank deposits
- Maintain and order office supplies
- Other duties and special projects as assigned

### **Requirements**

- Associates degree in Business Administration preferred
- QuickBooks and MS Office proficiency preferred
- Excellent organizational skills, verbal communication skills, telephone and email etiquette
- Attention to detail and ability to multi-task
- Ability to problem solve and follow through on multi-step processes
- Ability to represent the museum with a high level of integrity and professionalism

**APPLICATION INSTRUCTIONS:** Send resume and cover letter to Michelle Taylor, Chief Administrative Officer & CFO at [mtaylor@whalingmuseum.org](mailto:mtaylor@whalingmuseum.org). The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.