

Part-time Financial Manager

The Moravian Historical Society (MHS) seeks an organized and detail-oriented part-time Financial Manager to assist with the nonprofit organization's accounting needs. The Financial Manager is responsible for managing cash, accounts receivable, and accounts payable entries in QuickBooks Online. The Financial Manager is also responsible for running payroll on a biweekly basis. Reporting to the Executive Director, the Financial Manager works closely with the Treasurer, the MHS staff, and the Board of Directors.

The Financial Manager position is a service contractor, not an employee of the Moravian Historical Society, and will therefore receive a Form 1099 tax form at the end of the calendar year.

About the Moravian Historical Society

The Moravian Historical Society (MHS) is home to some of America's rarest treasures, illustrating Moravian contributions to American industry, education, music, and art. Founded in 1857, the Moravian Historical Society cares for a 3-acre historic site, two 18th-century structures, and a significant museum collection of objects important to the story of early America. MHS shares this fascinating history through publications and a robust schedule of educational programs, guided tours, museum exhibits, and public events.

Key Responsibilities

1. Manage Cash, Accounts Receivable, Accounts Payable, and Payroll.
 - Cash includes reviewing deposits of contributions, gift shop, online store purchases, program registrations, entries for investment income, and any other income, ACH transfers, etc. for accurate posting.
 - Accounts Receivable includes reviewing pledges and other receivables for accurate posting.
 - Accounts Payable includes reviewing the payment of invoices, receipt documentation, and approval requirements paid from the checking account for accurate posting.
 - All QBO entries are to have appropriate descriptions and class assignments.
 - Complete sales tax filing as required by state.
2. Responsible for submitting payroll via Gusto from biweekly statements provided by the executive director.
3. Maintain General Ledger, including monthly/quarterly reconciliation of all accounts (Assets, Liabilities, Income, and Expenses).
4. Maintain proper audit trail of all asset, liability, income, and expense records, which includes organized and accurate filing for management and/or auditors.
5. Prepare quarterly Financial reports for meetings of the Finance Committee, Executive Committee, and the full Board (to include operating statement (budget vs. actuals), balance sheet, and any other reports requested by the Executive Director or Executive Board).
6. Assist in the preparation of the annual budget before the beginning of each fiscal year.

7. Meet as needed with the Treasurer and/or Executive Director:
 - Review reconciled bank/investment statements.
 - Review new requisitions and invoices for payment authorization.
 - Review all sales and deposits.
 - Review “Monetary Assets” report.
8. Oversee the work of any employee as it pertains to financial activities.
9. Communicate with the Executive Director regularly as needed.

All work is to be performed according to generally accepted accounting principles, with any special rules for nonprofits taken into account. Most work will be performed on-site with the ability to work remotely as needed. All financial records are to be kept confidential.

Qualifications

- Accounting experience required, preferably in a nonprofit setting.
- Bachelor’s degree in business preferred.
- Proven proficiency with QuickBooks Online required.
- Proficiency with office programs, including Google Workspace, Microsoft, CRMs, and other web-based programs.

Reports to: Executive Director
Status: Independent Contractor
Compensation: \$30.00 per hour
Schedule: 8-12 hours/week as needed

To apply:

- Please send a cover letter and resume to director@moravianhistory.org.
- Open until the position is filled.