

The Harold E. LeMay Museum – America’s Car Museum – is seeking a part-time bookkeeper for approximately 20+ hours per week. Responsibilities of the position include processing accounts payable and accounts receivable; maintaining the general ledger; timely reconciliation of bank accounts; preparing regular and ad hoc financial reports as directed; maintaining required personnel, payroll and IRS documentation; coordinating with independent accountants during annual audit; and other duties as assigned. This is a non-exempt position and a flexible work schedule is possible.

Minimum qualifications include an AA/AAS degree in accounting or a related field and 2 years related work experience. Experience with a nonprofit is desirable but not required and knowledge of fund accounting software is a plus.

To apply, please submit a cover letter, resume and three professional references to richard.deitz@lemaymuseum.org.