

POULSBO HISTORICAL SOCIETY

Financial Clerk Position Announcement 05.24.2024

Duties

- Quickbooks
 - o A/P A/R update and processed
 - o Manage Square transactions – adding classes and matching transactions
 - o Create Store Reports
- PO box monitored for bills, memberships, society correspondence, etc
- Monitor Maritime Museum pouch for communication/funds to be processed.
- Bank Deposits as necessary with incoming checks etc
- Past Perfect data input for tracking of giving
- Pay Pal connection to processing in Quickbooks

Skills and Competencies

- Quickbooks
- Microsoft Excel
- Google Docs/Sheets
- Ability to meet deadlines
- Work independently
- Good communication skills

Relationships

- Works with Store Manager & Treasurer
- Reports to Director of Operations

Salary

- \$20 – 25\$/hr. Expectation of 35 hours per month.
- Flexibility to work from home or in PHS office environment.

For inquiries about this position please contact PHS Director of Operations Mary Ann Accosta at maryann.poulsbohistory@gmail.com.