



**GERMAN-AMERICAN HERITAGE MUSEUM** OF THE USA™

---

## Appendix A

The German American Heritage Foundation & Museum is looking for a reliable, innovative, and self-motivated professional who can independently manage a small nonprofit office and take care of daily/weekly bookkeeping tasks, including collaborating with a CPA to prepare taxes and audits. Knowledge of Quickbooks, Microsoft Office, Google products, including Google Drive. Ability to work with Zoom & Google Meet to schedule virtual meetings. This position is part-time for 24 hours per week, with the possibility of increasing the hours in 2024 and beyond. The Office and Accounting Manager reports to the GAHF Executive Director. The Office & Accounting Manager may also be approached by GAHF Board members, especially the VP of Finance/Treasurer and members of the Board Finance Committee to supply information and/or prepare reports, etc.

### **Job Description: Bookkeeper & Office Manager**

- Maintains accounts payable and accounts receivable records, ensures that transactions are processed and entered correctly
- Reviews and reconciles financial statements on a monthly basis
- Receives and audits invoices for accuracy and compliance and ensures prompt payment of bills
- Monitors expenditures, processes payment requests for reimbursement; prepares purchase orders, purchase requisitions and ensures proper procedures for paying service providers, consultants, and contractors.
- Prepares documents for financial audit by CPA
- Orders supplies and equipment; maintains service contracts on office equipment and building appliances (e.g., elevator, HVAC)
- Maintains business licenses and insurance policies
- Oversees office operations
- Cooperates with payroll company for correct processing of payroll/sets up new employees for payroll
- Audits/processes travel expense claims
- Attends meetings and takes meeting notes.

- Liaises with internal and external units to carry out job tasks
- Solves problems associated with vendors regarding shipments, billing, and statements
- Maintains inventory of German Ingenuity books and ships orders
- Renews Charitable Solicitation Registrations for 10 states on an annual Basis
- Assists with planning & execution of events including the annual fundraising gala
- Performs other related duties as assigned including identifying and contacting potential sponsors and donors in collaboration with the executive director
- Willingness to think outside the box and approach problems with an open mind to find creative solutions

Pay: \$34,500 per annum

This is a part-time position based on 24 hours per week. Some work may be done remotely, but we request on-site availability at 719 6th Street NW, Washington, DC for at least 1.5 days (14-15 hours) per week.

10 days of paid time off plus six paid holidays (New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day)