Finance Manager (Part-Time)

The Falmouth Museums on the Green is looking for an experienced full-charge Finance Manager. Duties include: monthly bank reconciliations, bi-weekly payroll, sales tax filings, monthly accruals, bank deposits, credit card processing, journal entries, accounts receivable and payable. Work with board treasurer to prepare monthly financial statements and annual budget. Work with outside CPA to prepare annual tax returns and audit. File annual reports with Sec. of State and prepare and file 1099's. 5 plus years bookkeeping experience, knowledge of GAP, QuickBooks on-line, Pay-Pal, Square, and Microsoft Office. This is a flexible part-time, in office, 8 to 10 hour per week position. Salary: $26-28 per hour and participation in the museum's 401k plan.

Interested applicants should submit a cover letter and resume to the Executive Director, Rachel Lovett, at Rachel@museumsonthegreen.org