



THE OLD BALDY FOUNDATION, INC.
And Smith Island Museum of History

BOOKKEEPER & GIFT SHOP CASHIER
(Part time, hourly, non exempt position 2 – 4 days per week)

REPORTS TO: EXECUTIVE DIRECTOR

POSITION SUMMARY: The Gift Shop Cashier & Bookeeper position is responsible for scheduled shifts in the museum gift shop and weekly bookkeeping tasks as administered by the Executive Director. Candidate must be available to work Saturdays and/or Sundays.

Bookkeeping Duties (1 day per week Tuesday or Wednesday)

1. **Payroll** to include but not limited to: entering staff hours and creating payroll checks, filing and paying all Payroll Liabilities, i.e. IRS, Health Insurance, State and Federal Withholding as well as completed and filing all State and Federal payroll reports
2. **Deposits** minimum of weekly cash and credit card deposits
3. **Accounts Payable** Responsible for calculating and paying monthly Sales Tax and paying all vendors.
4. **Accounts Receivable**
5. **Monthly Account reconciliations**
6. **Filing** maintain accurate filing system for all financial data.

Gift Shop Duties (as needed)

1. May be Responsible for opening and closing all facilities making them ready for visitors by the scheduled opening time.
2. Responsible for the proper handling of cash and operation of Point of Sale as outlined in the policies and procedures manual.
3. Responsible for the visitor experience including, answering questions, answering phones, taking admission fee, selling items from the gift shop.
4. Assist in maintaining the gift shop in an attractive manner including regular stocking of merchandise and light cleaning.
5. Other tasks as required.

Experience Required

Preferred Skills

Quickbooks Financial Software and Point of Sale or equivalent
Microsoft Office (Word, Excel)
Other software applications a plus

Other Requirements

1. Valid North Carolina Driver's License
2. Must be able to climb stairs and lift up to 50 lbs.

BENEFITS: Ferry and parking fees are provided by Old Baldy Foundation.

COMPENSATION: Varies with experience