

# ALBANY INSTITUTE OF HISTORY & ART

**Position Title:** Bookkeeper

**Department:** Finance & Administration

**Reports To:** Executive Director

**Job Category:** Staff, full time, hourly

**Pay Range:** \$25–\$35/hour, 35 hours per week

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience.

The Bookkeeper is responsible for maintaining accurate and up-to-date financial records for the Albany Institute of History & Art. This role oversees daily bookkeeping functions, supports payroll and accounts management, assists with budgeting and audits, and ensures compliance with nonprofit financial standards. The Bookkeeper will collaborate closely with the Executive Director and interact regularly with staff, vendors, auditors, and community partners.

## **Financial Recording & Reporting Responsibilities**

- Accurately record all financial transactions—including income, expenses, receipts, and disbursements—using the museum’s accounting software.
- Maintain and reconcile the general ledger, correcting discrepancies in a timely manner.
- Prepare monthly, quarterly, and annual financial statements for senior leadership, the Board of Trustees, and grant funders.
- Assist in the preparation of financial data for grant reporting and proposals.

## **Payroll & Accounts Management Responsibilities**

- Process payroll, calculate wages, manage deductions, and ensure timely and accurate disbursement of payments.
- Manage accounts payable and receivable, including processing vendor invoices, issuing payments, deposits, monitoring receivables, and maintaining strong vendor relationships.
- Track overdue accounts and communicate status updates to relevant staff.

## **Reconciliation, Budgeting, and Compliance Responsibilities**

- Perform monthly bank reconciliations and identify discrepancies between internal records and bank statements.
- Assist in monitoring organizational budgets, identifying variances, and recommending adjustments as needed.
- Support internal and external audits, ensuring records are complete, accurate, and audit-ready.
- Collaborate with accountants on tax preparation and filing in accordance with federal and state nonprofit regulations.
- Monitor expenses and recommend cost-saving measures where appropriate.

## **Required Qualifications**

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- High school diploma or equivalent; associate degree in accounting, finance, or related field preferred.
- 2-4 years of experience in bookkeeping; 1-3 years with associate degree.
- Demonstrated proficiency with accounting software (e.g., QuickBooks).
- Strong understanding of bookkeeping principles and nonprofit finance practices.
- Advanced Microsoft Excel skills (formulas, pivot tables).
- Ability to manage multiple financial tasks and deadlines.
- Exceptional attention to detail, organizational ability, and accuracy.
- Strong analytical skills and the ability to identify inconsistencies in financial records.
- Effective communication and interpersonal skills, including professional interaction with vendors, auditors, and staff.

## **Preferred Qualifications**

- Bookkeeping certification (e.g., CPB, AAT) or equivalent training.
- Experience in a nonprofit, museum, or arts organization.
- Familiarity with cloud-based accounting platforms and ERP systems.

## **About the Albany Institute of History & Art**

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. With more than 25,000 objects in the collection and one million documents in the research library, its museum and library holdings form one of the most significant collections in the United States documenting the life and culture of the Hudson Valley region from the late seventeenth century to the present day. The broad scope of its collections includes paintings, sculptures, furniture and furnishings, prints, drawings and watercolors, antiquities, textiles and costumes, manuscripts, photographs, and more. Long-term exhibitions include The Hudson River School: Landscape Paintings from the Albany Institute, Ancient Egypt, and Nineteenth-Century American Sculpture.

## **Working Conditions and Environmental Factors**

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels, dirt, and fumes.

## **Mental and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee needs to be able to read, write, and speak English fluently.

The employee will have prolonged periods of sitting at a desk and working on a computer. Additionally, the employee is occasionally required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment are required. The employee must occasionally lift and/or move up to forty (40) pounds. The employee must be able to climb up and down ladders regularly.

The mental and emotional intelligence demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must:

- Act as a positive role model and effectively manage emotions and demonstrate tolerance and empathy.
- Demonstrate patience and flexibility with co-workers and external constituents.
- Handle difficult and challenging situations, manage multiple priorities, and meet deadlines.

**To apply, please send a cover letter and resume to  
[employment@albanyinstitute.org](mailto:employment@albanyinstitute.org) by February 8, 2026. No phone inquiries.**