



Position Title: Bookkeeper & Payroll Coordinator

Reports To: Executive Director

Wage: \$19.50-\$21.00 per hour

Status, Hours: Part-time, Non-Exempt (up to 25 hours per week, up to 25% remote work per week possible)

Overview: The FLBM Bookkeeper & Payroll Coordinator works closely with the Executive Director and Volunteer Accountant and Treasurer to ensure accurate day-to-day financial management and timely reporting, compliance with nonprofit accounting standards, and efficient payroll operations. The position requires strong attention to detail, organizational skills, and the ability to work independently in a small, collaborative nonprofit environment.

Responsibilities

Bookkeeping & Accounting – 70%

- Maintain accurate records of all financial transactions in accounting software (e.g., QuickBooks).
- Prepare accounts payable for review and track disbursements
- Process receivables including preparing cash deposits for review, entering electronic receipts, and preparing invoices and tracking outstanding receivables as needed.
- Prepare bank and credit card statements for reconciliation
- Track restricted and unrestricted funds, including donations and grants.
- Support preparation of monthly financial statements for the Executive Director and Board of Trustees.
- Assist with annual budget development.
- Prepare materials for and coordinate annual independent financial review.
- Maintain organized electronic and physical financial and payroll records.

Payroll coordination – 20%

- Process payroll in compliance with federal and state regulations.
- Process employee benefits
- Maintain employee records, ensuring confidentiality and compliance with labor laws.
- Help coordinate administrative onboarding and offboarding tasks for employees.
- Track employee time off and leave requests.
- Support coordination insurance and retirement plan providers as needed.
- Serve as a point of contact for basic payroll and onboarding questions from staff.



General office support – 10%

- Maintain Museum vital record electronic and physical files
- Coordinate office supply purchases
- Handle outgoing and incoming mail distribution
- Assist Executive Director and Treasurer with special projects as needed.

Qualifications

- Associate's or bachelor's degree in accounting, finance, or related field preferred.
- Minimum three years bookkeeping/accounting experience with knowledge of payroll processing practices required.
- Proficiency with Excel, QuickBooks, Microsoft Office, and Google Workspace required.
- Experience with payroll systems (e.g., ADP, Paychex, QuickBooks Payroll) and/ or experience working with a small firm payroll and benefits processing vendor required.
- Familiarity with nonprofit fund accounting preferred; direct nonprofit bookkeeping experience ideal
- Strong attention to detail, accuracy, and confidentiality.
- Ability to manage multiple priorities and meet deadlines independently.

Standards:

- Supportive of Museum mission, vision, goals and of the success of the Museum Team
- Accuracy, thoroughness, and attention to detail in new and repeated transactions
- Consideration of others as demonstrated in demeanor and interactions
- Accuracy and effectiveness in all communication
- Adaptability and flexibility in a changing environment and openness to learning new things

Working conditions and physical aspects of the role:

- Work is performed on site at FLBM with up to 25% remote work possible.
- Work is primarily sedentary and performed at a desk in an office setting. Some work performed required moving about the Museum campus both indoors and outside and some work is performed at meetings and events in the community
- Occasional lifting up to 20 pounds; some areas of the Museum campus are only accessible via stairs



- Able to provide own transportation to/from Hammondsport, NY; and, as needed, use personal vehicle as transport to Museum activities off site (with mileage reimbursement)

About Finger Lakes Boating Museum

Finger Lakes Boating Museum is dedicated to preserving the history of Finger Lakes boat builders and promoting and celebrating boating heritage in the Finger Lakes. The Museum was founded in 1997 and has been in Hammondsport, New York since 2014 with over 100 boats and thousands of related items on exhibit. We host over 6000 visitors to our exhibits, programs, and off-site events annually. Visit us at 8231 Pleasant Valley Road, Hammondsport, NY 14840 or at www.flbm.org.

Finger Lakes Boating Museum is committed to diversity and inclusion and a policy of equal employment opportunity with respect to all employees, interns, and applicants for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.

To apply: Send resume, cover letter, and contact information for two references to executivedirector@flbm.org. References will not be contacted without prior notification to the candidate.