

Pennsylvania Guild of Craftsmen
335 N. Queen Street
Lancaster, PA 17603



TITLE Bookkeeper

SCOPE Part-time hourly position to ensure routine transactions are recorded in the accounting system regularly and appropriately, pays invoices. Manage payroll and associated employer and sales tax payments.

REPORTS TO Executive Director, Pennsylvania Guild of Craftsmen

PRIMARY RESPONSIBILITIES

- Ensure that proper accounting, bookkeeping and fiduciary controls and practices are observed in all financial management procedures.
- Support the E.D. in his/her direction of the financial matters of the Pennsylvania Guild of Craftsmen and Pennsylvania Designer Craftsmen.
- Physical and electronic recordkeeping to ensure accurate end of year reporting.

SPECIFIC DUTIES

- Function as the full charge bookkeeper responsible for all Pennsylvania Guild of Craftsmen (PGC) and Pennsylvania Designer Craftsmen (PDC) accounts, and all bookkeeping forms and records utilizing QuickBooks, other software programs or online tools as necessary.
- Process and record the billings, receipts, payables and payroll for the PGC staff.
- Record the financial transactions of the PDC and PGC through Zapp, Square, and PayPal.
- Prepare and pay monthly and quarterly liabilities for employment and sales taxes, UC, and other payroll related taxes.
- Prepare financial analyses as needed for Executive Director/Board as requested.
- Other duties as assigned.

QUALIFICATIONS

- Strong organizational and multitasking skills.
- 3+ years experience in bookkeeping and accounting, including payroll.
- Familiarity with QuickBooks software.
- Proficient and comfortable with online tools for tax and payroll, Word and Excel.
- Experience and competence in handling confidential matters and information.