

# **LESLIE – LOHMAN MUSEUM OF ART**

*The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.*

## **BOOKKEEPER**

Employment Type: At-will

Reports to: Director of Finance and Operations

Employment Status: Nonexempt Part-time position, Approx. 24 hours per week

Salary Range: \$32-35 per hour

## **ABOUT LLMA**

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. Through annual exhibitions, public programs, educational initiatives, artist fellowships, and a journal, LLMA forefronts the interrelationship of art and social justice for LGBTQIA+ communities in NYC and beyond. Our collection includes over 25,000 objects spanning four centuries of queer art.

LLMA was born in the spirit of liberation, amongst widespread battles for civil rights. Our co-founders put on their first exhibition of gay artists in 1969 in their SoHo loft; a radical and dangerous act when sharing this work publicly was still illegal. In 1987, during the AIDS pandemic, and in the face of political vilification, the institution became the first-ever nonprofit with “gay” in its name. In 2016, Leslie-Lohman became an accredited museum. This formal change helped us move from a foundation centered around gay, white, cis-male identity to becoming an inclusive home for LGBTQIA+ art, artists, and community. LLMA is at a critical inflection point in our story and poised for significant growth. While the hallmarks that informed LLMA’s beginnings—creativity, inclusion, and activism—continue to serve as guideposts for the future, the new Executive and Curatorial leadership are intent on amplifying our legacy through radical thought-leadership and support of new artist-led activities. Our aim is to center inspiring queer narratives, celebrate humanity, and forefront dignity during this complex time of sociopolitical evolution.

## **JOB SUMMARY**

The Bookkeeper for The Leslie-Lohman Museum of Art is the individual charged with processing the weekly payables and receivables on behalf of the organization, processing new and renewing existing annual memberships of patrons of the

organization, and assisting the Director of Finance and Operations in the preparation for the annual audit.

The Bookkeeper should be organized, proactive, and flexible with excellent analytical, problem solving, communication and interpersonal skills and have the ability to work productively in a small office and collaborative environment. They will have the capacity to multi-task, deal effectively with deadlines and handle change at a moment's notice. They must have the ability to pay close attention to detail.

**RESPONSIBILITIES INCLUDE:**

- Process and enter daily cash and credit card sales from POS and ecommerce systems into Quickbooks
- Reconcile daily cash deposits
- Process and record all payables and receivables on a timely basis using Quickbooks and bill.com, maintaining logical and clear files of the records
- Ensure compliance with the Museum's Financial Management Policy
- Adhere to the museum's established chart of accounts in QuickBooks
- Oversee vendor onboarding and the accounts payable process with bill.com
- Make bank deposits
- Enter and reconcile monthly credit card statements in QuickBooks
- Enter and reconcile petty cash receipts in QuickBooks
- Process new membership requests and sales through the membership database
- Prepare and send all membership packets to new and renewing members
- Prepare and send all donor acknowledgement letters
- Assist Director of Finance and Operations as requested compiling documentation for annual audit
- Provide cashier assistance as needed for events
- Other tasks as assigned

**THE IDEAL CANDIDATE WILL POSSESS:**

- Experience in Accounting required
- Experience in using QuickBooks required
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) required
- Proficiency in Google Drive, Docs, and Sheets

This is a hybrid in-office/remote position with at least 1-2 days per week in-office.

*The Leslie-Lohman Museum of Art is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-Lohman Museum of Art will not tolerate discrimination or harassment based on any of*

*these characteristics. The Leslie-Lohman Museum of Art encourages applicants of all ages.*

*The Leslie-Lohman Museum of Art strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between Grand Street & Canal Street). Five external steps lead to our entrance doors; a wheelchair lift is available by pressing the doorbell located on the sidewalk level near the lift. The galleries and offices are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.*

Please apply at the following link and complete the QuickBooks skill assessment test:

[Apply Here](#)