



# Katonah Museum of Art

December 2025

## **Job Title: Part-Time Bookkeeper**

**Reports To:** Deputy Director

**Location:** Katonah Museum of Art, Katonah NY

**Hours:** 16 hours per week

**Status:** Part-Time

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## **About the Museum**

Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods. The KMA mounts three to four exhibitions annually, covering a broad range of art while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, workshops, concerts, and other events for a general audience and presents innovative and substantive programs for over 100 member schools and its 25,000 annual visitors.

The Pollack Family Learning Center is one of the only interactive art spaces in Westchester County where children can come on a daily basis to explore and create art. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.

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## **Position Summary**

The Part-Time Bookkeeper supports the Museum's financial operations by managing day-to-day accounting tasks, ensuring accurate records, and assisting with budgeting and reporting. This role is ideal for a detail-oriented professional who enjoys working in a mission-driven, creative environment and can work independently with a small team.

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## **Key Responsibilities**

### **Accounting & Financial Management**

- Work with our external accountants, Your Part Time Controllers (YPTC) to maintain accurate and up-to-date general ledger and chart of accounts
- Process accounts payable and receivable, including vendor invoices, reimbursements, and donor payments, including relevant data entry in donor database.
- Reconcile monthly bank and credit card statements
- Prepare and code journal entries as needed
- Make bank deposits

### **Payroll & Compliance**

- Assist with annual audits and preparation of financial documentation for auditors

### **Reporting & Budget Support**

- Assist with annual budgeting and periodic budget-to-actual analysis
- Track grant funds, restricted donations, and grant reporting requirements

- Support financial input for fundraising events and museum programs

### **Systems & Administration**

- Maintain accounting files and digital records
  - Improve and document financial processes and internal controls
  - Work with Quick Books, E-Tapestry, Network for Good, Give Smart, and other existing financial and donor systems.
  - Work with the Deputy Director, Director of Institutional Advancement, YPTC, and other staff on financial needs as they arise
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### **Qualifications**

#### **Required**

- Associate's or bachelor's degree in Accounting, Finance, or related field
- 5+ years of accounting experience (nonprofit or museum experience a plus)
- Proficiency with accounting software (e.g., QuickBooks)
- Working knowledge of GAAP
- Excellent attention to detail and organizational skills
- Ability to work independently and maintain confidentiality

#### **Preferred**

- Experience with nonprofit accounting, grants management, or fund accounting
  - Familiarity with donor databases (e.g., e-tapestry)
  - Interest in the arts and cultural institutions
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### **Work Environment & Schedule**

- Flexible schedule; hybrid and on-site options available
  - Occasional attendance at special events or meetings may be required
  - Small, collaborative team environment
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### **Compensation**

- \$40 per hour
  - Benefits: vacation, personal and sick time, professional development support, reciprocal museum admission perks
  - Ability to enroll in the SIMPLE IRA program
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### **How to Apply**

Please send a resume and brief cover letter to [jobs@katonahmuseum.org](mailto:jobs@katonahmuseum.org) with the subject line “**Part-Time Bookkeeper – [Your Name]**”. Applications will be accepted until the position is filled.