January 26, 2022

Roanoke Island Historical Association is seeking a Full-Time Accounting Manager/Bookkeeper with extensive experience. Proficient in Quickbooks Online and Microsoft Excel. Self-starting individual with ability to work independently. Bachelor’s degree in accounting and not-for-profit experience preferred. Solid references and excellent interpersonal skills are required.

Primary duties include:

• Ongoing maintenance and posting of transactions to the general ledger
• Monthly production, analysis and reporting of financial statements
• Monthly account reconciliation and tax filings
• Maintaining accounts receivable and payable
• Recording revenue from grants, donor platforms, sponsorships and POS systems
• Ongoing maintenance of cash forecast
• Processing biweekly payroll
• Other duties as required

Please submit resume to info@thelostcolony.org or mail to:

Roanoke Island Historical Association
Attn: Personnel Committee
1409 National Park Dr.
Manteo, NC 27954

No phone calls please. Position open until filled.

Roanoke Island Historical Association is an Equal Opportunity Employer.