



America's Premier Symphonic Outdoor Drama

1409 National Park Drive
Manteo, NC 27954
252-473-2127
www.thelostcolony.org

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.