

Alden Kindred of America

Bookkeeper Job Description – 2026

Position: Part-Time (10–12 hours per week)

Overview:

The Alden Kindred of America (AKA), a 501©(3) non-profit organization, owns and operates the Alden House Historic Site in Duxbury, Massachusetts., AKA seeks a part-time bookkeeper to support museum operations, genealogical lineage certification, and administrative activities. The ideal candidate will have strong bookkeeping skills, proficiency in QuickBooks, and the ability to work with a small team of museum professionals and volunteer board members to support museum events and educational programs. This is a year-round position.

Responsibilities:

- Manage Accounts Receivable and Accounts Payable using QuickBooks
- Prepare and make bank deposits
- Generate financial reports from QuickBooks
- Reconcile bank statements to ensure accuracy and completeness
- Gather necessary financial documents and records for tax preparation
- Complete government forms and financial reports as requested
- Maintain organized records, including data entry and filing
- Answer telephone inquiries and provide general administrative support
- Assist with special museum events as needed, normally on a monthly basis
- Perform other museum-related duties as assigned

Qualifications:

- Proficiency in QuickBooks, Excel, and Word
- Familiarity with online payment platforms such as Square and PayPal
- Strong attention to detail and accuracy in financial reporting
- Ability to work independently and manage time efficiently
- Flexibility to adapt to various museum-related tasks
- High level of integrity, honesty, and trustworthiness
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This position offers an opportunity to contribute to the success of a historic house museum while utilizing bookkeeping and administrative expertise. If you are an organized, dependable professional who loves colonial history, we encourage you to apply.

How to Apply:

For consideration, please email your resume, cover letter, and three references to Executive Director Desiree Mobed, at dmobed@alden.org.