



# JOB POSTING

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**Position Title:** Bookkeeper / HR Representative  
**Department/Division:** Administration

**Reports To:** VP, Finance & Administration  
**Status:** Full-time, Non-Exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

## Summary of Position:

The Buffalo Society of Natural Sciences (Museum of Science and Tifft Nature Preserve) is currently seeking a full-time Bookkeeper/Human Resources Representative who will work under the guidance and supervision of the Vice President of Finance and Administration. Responsible for performing a variety of general financial and recordkeeping duties, in addition to administrative Human Resources functions.

## Essential Responsibilities:

### Accounts Payable & Financial Operations

- Process and post business transactions; verify financial data for accuracy in maintaining accounts payable records.
- Assemble invoices for payment; generate checks, wire transfers, and ACH payments.
- Research and resolve invoice discrepancies and related issues.
- Correspond with vendors and respond to inquiries.
- Maintain vendor files and prepare annual 1099 forms.
- Assist with credit card processing and reconciliations.
- Provide supporting documentation for the annual audit.

### Cash Handling & Revenue Management

- Manage daily deposit process; count, reconcile, and update daily cash banks for admissions, cinema, and group sales.
- Coordinate with the Development department to process all cash receipts, including register transactions and donations.
- Complete daily check register and prepare weekly attendance/admission reports.
- Process refunds and advance sales orders.
- Maintain and dispense petty cash; prepare monthly reimbursement requests.

### Human Resources Support

- Assist in recruitment and onboarding of new employees.
- Administer background checks and process bi-weekly payroll.
- Manage employee benefits and respond to employment-related inquiries.
- Ensure compliance with training, policies, and employment practices.

- Assist with documentation for FMLA, DBL, Workers' Compensation, and related programs.

#### **Education, Experience, Skills, and Qualities Required:**

- Associate's degree or equivalent in accounting, bookkeeping, human resources, or other applicable field.
- Demonstrated proficiency with Microsoft Office and advanced skills in Excel and/or accounting databases required.
- Ability to become proficient in Altru database navigation and reporting.
- Commitment to maintaining highest standards of integrity and professional conduct.
- Strong analytical, organizational and project management skills, with outstanding attention to detail.
- Excellent written and verbal communication skills, with the ability to engage and work closely with colleagues, vendors and contractors.
- Ability to operate both independently and on team projects, take initiative and follow-through on assignments.
- Ability to multi-task and work effectively in a fast-paced team environment.

#### **Physical Demands:**

- Working at a computer for extended periods of time.
- Listening and speaking on the phone frequently.
- Must be able to communicate effectively with other employees.
- Occasional need to move files or office supplies, weighing up to 10 lbs.

#### **Interested Applicants:**

The successful candidate will be paid in the range of \$45,000-50,000 annually, based on experience and skill level, and will receive excellent benefits including paid time off, health insurance, 401K with company match, paid holidays and more. This position requires in-office work and may not be eligible for a remote working arrangement.

Interested candidates should send cover letter and resume to [Resumes@GoldhawkHR.com](mailto:Resumes@GoldhawkHR.com).

#### **Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.