

**Division of Historical Resources  
Director's Office  
OPS Fiscal Assistant  
(CSO Bookkeeper)  
Position #45945393**

**The OPS Fiscal Assistant supports the Florida Division of Historical Resources citizen support organization, Friends of Florida History, Inc.** The Friends of Florida History, Inc. (FFH) is a 501(c)(3) nonprofit organization whose purpose is to provide financial and administrative support to the programs and activities of the Florida Division of Historical Resources (including but not limited to Mission San Luis, The Grove Museum, and Florida Main Street). The vision of Friends of Florida History, Inc. (FFH) is to enrich the preservation of Florida's historical resources.

The CSO Bookkeeper position requires independent work assisting management in the coordination of bookkeeping assignments and administrative tasks that are complex and vary within the Florida Division of Historical Resources (including Mission San Luis, The Grove Museum, and DHR Program Areas) and is responsible for, including but not limited to, the following duties:

**Duties:**

- **Finance:** File and track all income/expenditures, recording to appropriate fund accounts. Post bank account balances and make transfers between accounts as required. Process end-of-month transfers prior to reconciliation with independent accounting firm. Assure that insurance for special events is paid. Pay bills in a timely manner. Record transactions in QuickBooks. Obtain appropriate signatures on checks. Track banking statements. Prepare Income and Expense Reports for Mission San Luis, the Grove Museum, and DHR Program Areas. Prepare Endowment Reports prior to monthly reconciliation with independent accounting firm. Ensure credit card bills are paid and receipts retained for audit purposes. Make daily/weekly bank deposits and exchange money when needed for gift shop. Prepare for and assist annual audit of CSO accounts. File and maintain CSO financial records. Assist the CSO Development Director.
- **Gift Shop Assistance:** Participate in inventory of gift shop once a month. Coordinate with Gift Shop Manager to transfer MSL admission income from shop to MSL on a regular basis. Ensure payment of gift shop bills in a timely manner.
- **Rental Program Assistance:** Maintain schedule of Rental Deposits and Security Deposits for events at Mission San Luis in coordination with Rental Manager. Track and record CSO event income and expenditures, security deposits, and rental deposits/fees.
- **CSO Membership Assistance:** Coordinate with museum visiting services managers at Mission San Luis and The Grove Museum. Collect CSO membership deposits and record transactions in QuickBooks. Record

income/expenses and maintain financial records. Collect income from sites to record in QuickBooks and deposit at bank. Assist staffing of special CSO events.

- Perform other duties as assigned.

**Minimum qualifications:**

- High school diploma
- Proficient in MS Office, QuickBooks and Excel

**Preferred qualifications:**

- Bachelor degree preferred
- Two (2) years bookkeeping and administrative experience
- Nonprofit experience preferred but not required

**Knowledge, Skills, and Abilities**

- Knowledge of bookkeeping principles and practices
- Ability to perform administrative task, prepare correspondence, budgets, and work independently
- Possess excellent communication skills
- Proficient in MS Office, QuickBooks, and Excel
- Ability to use desktop computer and conference phone

**Work hours:** Up to 40 hrs/week

**Schedule:** Must be willing to work nights and weekends as needed during special events. Monday – Friday 8:00 a.m. to 5:00 p.m.

**Pay:** \$ 14.00 - \$17.50 per hr

**CRIMINAL BACKGROUND CHECKS:** A Level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.

**IMPORTANT NOTICES:**

We are committed to enhancing our workforce through the employment of Veterans, individuals with disabilities and to seek qualified candidates from diverse cultures and backgrounds, abilities, skills, and talents to join our inclusive workforce.

Male applicants born on or after January 1, 1960, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26<sup>th</sup> birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: <https://www.sss.gov>

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

To apply, please send a cover letter and resume to the attention of CSO Development Director Carol Bryant-Martin by email at: [DHRdevelopment@dos.myflorida.com](mailto:DHRdevelopment@dos.myflorida.com). If you have any questions, please call 850-245-6449.