ACCOUNTANT
Position Description

Department: Finance
Reports to: Director of Finance
Type: Full Time
FLSA: Non-exempt
Date: July 27, 2021
Rev. Date:

BACKGROUND INFORMATION

The Accountant will be responsible for monthly close activities including journal entry preparation, account reconciliations, accounts payable activities and financial statements. The position requires strong analytical, interpersonal, and people leadership skills with an interest in utilization and introduction of new technology solutions.

Job Responsibilities
• Journal entry preparation and/or support for operating bank account transactions
• Data entry of all vendor invoices into the accounting system
• Daily cash and check counting and deposits
• Process a weekly check run
• Management of Outstanding Checks
• Management & Collection of Accounts receivables (i.e. loan fees, other)
• Petty Cash reconciliation
• Weekly reconciliation of Visitors Services cash draws
• Monthly closing of accounts payable and accounts receivable subledger
• Prepare and file monthly CT Sales tax
• Maintain schedules of pre-paid service contracts and pre-paid insurance premium
• Prepare and file annual 1099 forms, W-9’s
• Monthly reconciliation of accrued liability, prepaid, and postage accounts in general ledger
• Auxiliary Group liaison/check requests, deposits, interest income entry, bank reconciliation, and monthly financial reports.
• Credit Card program administration & accounting
• Assist in the annual audit

SKILLS, KNOWLEDGE AND ABILITIES
Education and Experience
• Bachelor’s or master’s degree in tax, accounting, or finance
• CPA
• Minimum 5-10 years’ experience in accounting/finance
• Experience with financial reporting requirements

Skills and Abilities
• Strong organizational and time management skills
• Excellent communication and problem solving skills
• Ability to respond quickly to unexpected challenges and shifting priorities
• Ability to work well both independently and collaboratively
• Proficient in Microsoft Office products
• Financial Edge General Ledger and Tessitura system preferred
• Non-profit experience desired

WORKING CONDITIONS
The work environment characteristics described here are representative of those an Accountant encounters while performing the essential functions of the role:

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER:
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY
Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Finance@TheWadsworth.org