

JOB POSTING – STAFF ACCOUNTANT

Status:	Full-Time, Non-exempt	Direct Reports:	None
Dept:	Finance	Posting Date:	June 1, 2022
Reports to:	Director of Finance	Application Deadline:	June 7, 2022

***** All Museum Employees are required to be fully vaccinated against COVID-19. Masks are required to be worn in all areas of the museum, in both public and non-public spaces. *****

POSITION DESCRIPTION

Provides financial, administrative, and clerical support to the Finance Department according to established policies and procedures in an efficient, timely and accurate manner. Diversified duties include accounts reconciliation; budget projections; preparation and processing of other financial transactions and running of reports; and general administrative and clerical support for the department and the Director of Finance.

ESSENTIAL RESPONSIBILITIES

- Prepares daily deposit transmittals and posts payments by recording cash, checks, and credit card transactions, and entering them into the general ledger system.
- Updates cash spreadsheets daily based on bank activity report and pending transactions.
- Performs data entry for annual budget; quarterly budget projections; journal entries; and various analytical spreadsheets. Runs and distributes departmental budget reports monthly.
- Journal entry preparation and/or support for operating bank account transactions
- 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
- Maintain schedules of pre-paid service contracts and pre-paid insurance premium
- Monthly reconciliation of accrued liability, prepaid, and postage accounts in general ledger
- Auxiliary Group liaison/check requests, deposits, interest income entry.
- Credit Card program administration & accounting
- Assist in the annual audit
- Assists in payroll processing as necessary
- Ad hoc projects and analysis as needed

MINIMUM REQUIREMENTS

Education and Experience

- Minimum of 1-3 years of accounting or bookkeeping experience
- Minimum of Associate Degree in Accounting required or equivalent work experience, Bachelors' Degree preferred

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

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



- Ability to work well both independently and collaboratively
- Solid understanding of generally accepted accounting principles and concepts.
- Ability to enter data into various forms and systems with a high degree of accuracy and attention to detail.
- Ability to handle sensitive and confidential information with necessary discretion.
- Demonstrates a sense of urgency and ability to meet deadlines.
- 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 a **Staff 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 spaces and non-public offices and storage areas.
- Compliance with Museum health and safety-related protocols.

Physical Demands

- Must be able to lift and carry boxes of printed materials, up to 25 pounds
- Must be able to remain in a stationary position 50% of the time; frequently moves about inside the offices, including ascending/descending a short flight of stairs; constantly operates a computer and other office equipment such as a calculator, copy machine, and fax machine. Frequently communicates with staff and others and must be able to exchange accurate information.

WORK SCHEDULE

The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. A flexible work schedule or additional work hours may be necessary, to meet the requirements of this job position, which could encompass evening hours and weekend work.

TRAVEL REQUIREMENTS

None

DISCLAIMERS

The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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.

HOW TO APPLY

Interested candidates should submit a resume to Staffing.Finance@TheWadsworth.org by the application deadline date.