



MUSEUM ACCOUNTANT JOB DESCRIPTION

SUMMARY OF POSITION: This individual performs professional accounting duties including maintaining a general ledger, providing information to outside payroll service for museum employees, compiling financial reports, writing checks, preparing deposits, and ensuring compliance with generally accepted accounting principles and the organization's policies.

- Assists in the development of the museum's annual operating budget in conjunction with the museum's CEO, Deputy Director and the various departmental heads.
- Employs standardized journal entries to post monthly general ledger in detail for trust fund income, membership dues, donations, and miscellaneous cash receipts; payroll; depreciation; museum store activity; cash disbursements; and miscellaneous adjusting entries resulting from account reconciliation and trial balance review.
- Prepares monthly financial statements consisting of balance sheet, comparative income statement, trust fund balances, and Museum Store operations.
- Provides reconciled trial balance and year-end financial statements, including auxiliary operating results, for financial statement analysis and preparation of tax return and other required reporting by outside auditor.
- Furnishes museum departments with information for budgeting and status of current year expenditures. Processes approved staff disbursement requests. Issues vendor checks and creates general ledger posting interface. Maintains computer vendor records and paid invoice files. Issues Forms 1099 as required. Tracks facility renovation projects and exhibition/event income and expense.
- Compiles and reports biweekly payroll for outside processing service. Maintains employee files, including vacation/sick leave status and pay rate changes. Administers monthly withholdings for employee 403B / Section 125 plans. Calculates monthly Workers' Compensation fees. Hosts annual payroll audit.

- Completes various surveys and filings as required by law, including quarterly Sales and Use Tax return prepared on behalf of the Museum Store, annual City of Stockton business license application, Statement of Information Filing, Property Tax Welfare Exemption, etc.
- Prepares deposits and insures receipt by bank. Monitors balances of multiple Museum checking accounts by monthly reconciliation.
- Administers and maintains petty cash fund for staff convenience and to supply cash requirements of front desk operation.
- Tracks museum expenses incurred on behalf of auxiliaries and Museum Store and compiles financial results as requested.
- Acts as staff intermediary for Blackbaud product information, software upgrades, program releases, and training seminars. Provides support for Raisers Edge in-house network users.
- Receives, organizes, and posts payments by constituent record to appropriate funds for donor, member, tribute, matching gift, and special event registrations.
- Utilizes established business rules to create and maintain constituent records to insure database accuracy.
- Validates batch information for general ledger posting.
- Human Resources Administrator for a staff of 17
- Completes special projects as assigned by the museum's CEO and Deputy Director.

IDEAL CANDIDATE CHARACTERISTICS

The successful candidate must possess:

- Exceptional organizational ability;
- Attention to detail;
- Expertise in written and verbal communication;
- Flexibility and the ability to interact positively with staff, trustees, and other groups associated with the Museum.

QUALIFICATIONS & SKILLS

Education: B.A./B.S. in accounting or a related field required.

Experience: Knowledge of commonly utilized fund accounting software is essential, with Blackbaud's *The Raisers Edge* and *The Financial Edge (Accounting for Non-Profits)* software programs preferred. Related experience should include facility with the *Windows* platform, including *Word*, *Excel*, and *Outlook*.

COMPENSATION

This is a full-time position. Normal work week is Monday – Friday, 8:30 AM – 5:30 PM.

Salary: \$45-50,000/year plus benefits, DOE.

APPLICATION

Send resume and three references to Deputy Director Susan Obert (sobert@hagginmuseum.org). No phone calls, please. Application closing: Friday, April 27, 2018.