



ACCOUNTING SPECIALIST

JOB DESCRIPTION

FLSA STATUS: Non-Exempt
CLASS: Part time 24 hours per week
BENEFIT CLASS: Not Eligible except for Part-Time PTO
DEPARTMENT: Administration
DEPARTMENT #: 100
REPORTS TO: Director of Finance and Administration
PREPARED BY: Melisa Ley
APPROVED BY: Scott Marchand
APPROVAL DATE: August 3, 2023

SUMMARY: We are seeking an experienced and detail-oriented Accounting Specialist to work in the administration and support role for the Museum. You will be responsible for maintaining financial records, completing required forms, processing daily sales transactions, accounts payable, and maintaining all financial files. Our ideal candidate has worked as an accounting specialist, accounts receivable specialist, or an accounts payable specialist for at least 1 year and must have experience managing a variety of routine accounting activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Basic accounting knowledge and understanding of accounting best practices.
- Recording transactions.
- Processing payments to vendors for supplies, materials and other expenses.
- Invoicing customers to request payment for services or goods provided.
- Reconciling accounts.
- Generating financial reports as requested.
- Data entry skills
- High attention to detail
- Proficiency in Microsoft Excel
- Produce work with a high level of accuracy.
- Professionalism and organization skills
- Process ACH payments.
- Maintain files of accounting records.
- Office Supplies ordering and management.
- Office administration support.
- Other duties as assigned appropriate to the position.

QUALIFICATIONS AND REQUIREMENTS:

- Associate degree in accounting or business administration.
- Excellent knowledge of general accounting principles.
- High school diploma.
- At least 1 year of financial data entry experience in accounts receivable or accounts payable, preferably within a business-services environment.
- Excellent communication skills, both verbal and written.
- Attention to detail and accuracy of work.
- Experience with accounting software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 15-20 lbs.
- Ability to sit at a desk to perform typical office functions, i.e. data entry, speaking on the phone, etc.
- Ability to stand and perform normal office functions, i.e., faxing, copying, filing, training, etc.
- Ability to walk on uneven ground throughout the museum property.
- Ability to drive electric and/or motorized vehicles.
- Must have demonstrated exceptional planning and organizational skills to complete work that requires continual attention to detail.
- Must be able to work in a moderately complex environment with demonstrated ability to juggle multiple competing tasks and demands.
- Must be able to read, write, speak and comprehend English, including writing moderate to complex media articles, instructions, short correspondence, and memos.
- Must be able to deliver effective results, meet tight deadlines and targets.
- Able to motivate and empower others to reach organizational goals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member will normally be sitting at a desk in a temperature-controlled area. The job may require occasionally walking outdoors from one building to another and/or driving a golf cart throughout the museum property. The work environment can be moderately noisy depending upon airplane traffic from the air force base.

LANGUAGE SKILLS: Fluency in aspects of English

Management retains the discretion to add to or change the description at any time

Disclaimer: Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills and efforts. They are not intended to form contractual relationships between the employee and the organization but are intended to be a reflection of the primary elements of a specific job, including but not limited to the essential functions.

I have read and understand the duties and responsibilities outlined above will be used as a basis for minimum job performance evaluation.

Employee Signature

Date