



Title: **Accounting Clerk**
Job Type: **Full-time, Year-Round/Based on 40 hrs. per week**
 Hourly, Non-Exempt
Reports to: **Controller**

Job Description:

Reporting directly to the Controller, the Accounting Clerk will support the museum's financial health through accurate execution of tasks and duties related to accounts payable, payroll, general accounting and reporting. This role requires precise data entry skills, attention to detail and high-level organizational skills.

Responsibilities

Accounts Payable/Accounts Receivable:

- Process/issue invoices and communicate with vendors regarding payment details and invoice requests
- Review monthly statements received and solve invoice discrepancies in a timely manner
- Review/match receipts to credit card statements
- Obtain proper authorization on expenditures and vet preliminary general ledger coding
- Manage weekly check run process and issue AP payments
- Prepare A/P and credit card journal entries and reconcile in ERP system

Payroll:

- Establish and maintain confidential employee files and employer/business files
- Accurately input new hire information including Federal and state tax information
- Review bi-weekly time cards for errors and input into processing system
- Verify proper withholdings for employee elections

General Ledger:

- Handle a high volume of records and ensure accuracy and completeness while inputting daily transactions
- Reconcile, prepare and conduct bank deposits and post cash receipts
- Assist with balance sheet reconciliations
- Provide support for annual external independent audit

Other Responsibilities

- Maintain a high degree of discretion and confidentiality
- Perform filing, mailing and general administrative tasks
- Exhibit interest in professional development and advancement
- Perform other related duties as assigned by the Controller

Qualifications

- Associate degree in accounting or related discipline
- 3+ years of bookkeeping/general ledger maintenance; knowledge of non-profit accounting preferred
- Proficient in Microsoft Suite with an emphasis on Excel
- Ability to multitask while remaining organized and managing time effectively to meet deadlines
- High level attention to detail and accuracy
- Able to communicate clearly and professionally, both verbally and non-verbally
- Strong interpersonal skills to work with individuals with diverse backgrounds, identities, ages and abilities
- Possess and maintain a professional appearance and demeanor