

SCIENCENTER POSITION DESCRIPTION

Bookkeeper/Accountant

(2017-05-25)

TITLE OF MANAGER

Chief Financial Officer/Sr. Dir. of Administration

MAIN FUNCTIONS

The Bookkeeper/Accountant is a member of the Sciencenter's Finance and Administration Division and will assist in performing the Sciencenter's bookkeeping, accounting, and grants accounting functions under the direction of the Chief Financial Officer/Sr. Dir. of Administration.

PRIMARY DUTIES AND RESPONSIBILITIES

- Maintain the QuickBooks database
- Set-up and maintain various classes within QuickBooks
- Review accuracy of coding on invoices
- Review subsidiary journals prior to posting to the general ledger
- Post and pay all coded payables
- Post all manual checks, deposit sheets, grant transfers, grant receipts, credit cards payments, automatic debits from bank account (utility bills, FSA, etc.)
- Post recurring and non-recurring journal entries
- Reconcile general ledger accounts
- Reconcile payroll records to automated system
- Reconcile monthly bank statements
- Reconcile monthly credit card statements
- Reconcile monthly deferred exhibit rental revenue
- Fund employee and employer contributions to retirement plan
- Keep monthly workpapers for use in monthly financial statement preparation
- Process employee benefit changes as needed
- Process campaign payments
- Reconcile year-end grant-related activity with Grant Manager
- Prepare year-end workpapers for auditor including capital asset reclassifications and associated excel spreadsheets, as well as excel spreadsheets for multiple financial accounts as required
- Other accounting/finance duties and projects as needed
- Ensure proper accounting for grant-related expenses
- Assist with grant budgeting and invoicing

EXPERIENCE AND SKILL REQUIREMENTS

- Associate's or Bachelor's Degree in Accounting or related field
- Advanced knowledge of generally accepted accounting and auditing practices and principles
- Proficient in QuickBooks and Microsoft Excel
- Proficient in all phases of bookkeeping including AR, AP, GL, Payroll, Bank Reconciliations, and preparation of month end reports
- Knowledge of fund accounting
- Knowledge of applicable laws and regulations
- Outstanding organization and planning abilities
- Excellent communication (oral and written) skills
- Detail oriented with a high degree of accuracy regarding financial reporting
- Ability to adapt to a changing environment and handle multiple priorities simultaneously
- Experience with grant accounting preferred but not required

WORKING CONDITIONS

Office environment with regular accounting duties supplemented by supporting grant-related activities and other projects. Must work well in both an individual and team setting.

TIME COMMITMENT

Part-time or Full-time (30-40 hrs/wk) non-exempt position.

SALARY AND BENEFITS

Salary commensurate with experience and qualifications. Sciencenter benefits provided including healthcare insurance benefits, paid time off, and retirement plan contribution.

APPLICATION INSTRUCTIONS

Please send a resume and cover letter in PDF format to: cFagan@sciencenter.org

Deadline: Open until filled.

The Sciencenter is an Equal Employment Opportunity Employer.