



WADSWORTH ATHENEUM MUSEUM OF ART

ACCOUNTANT POSITION ANNOUNCEMENT

Dept. Finance	Reports to: Accounting Manager	Direct Reports: none	
Type: Full-Time	FLSA: Exempt	Date: October 30, 2018	Rev. Date:

POSITION DESCRIPTION

The Accountant is an entry-level position responsible for assisting the finance department in preparing accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards defined within the department.

ESSENTIAL RESPONSIBILITIES

- Weekly reconciliation of the operating bank account to system reports and deposit batches.
- Journal entry preparation and/or support for operating bank account transactions.
- Monthly reconciliation of the operating account.
- Monthly PayPal journal entries and transfers.
- Payroll and benefits journal entries.
- Reconciliation and monitoring of various accounts receivable categories.
- Production of monthly departmental income statements.
- Assist in the annual audit.

MINIMUM REQUIREMENTS

Education and Experience

- Bachelors' Degree in Accounting.
- 1+ years of related work experience (finance/accounting internships qualify.)

Skills and Abilities

- Strong organizational and time management skills.
- Excellent communication and problem solving skills.
- Accuracy.
- Ability to respond quickly to unexpected challenges and shifting priorities.
- Ability to work well both independently and collaboratively.
- Proficient in Microsoft Office products.
- Financial Edge General Ledger and Tessitura system preferred.
- Ethical conduct and ability to act confidentially.

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WORKING CONDITIONS

Physical Demands

The work environment characteristics described here are representative of those an Accountant encounters while performing the essential functions of the role:

This job operates in a clerical, office setting within a museum with both modern and historic architectural elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. Employee is required to move about their work area, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 25 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by an Accountant. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role.

DISCLAIMER

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

TO APPLY

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest and your salary requirements) plus your resume to: Staffing.Finance@wadsworthatheneum.org

Please note "Accountant" in the subject line.