



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

SENIOR ACCOUNTANT

REFERENCE JOB#: W-4500

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

EFFECTIVE DATE: <u>12/31/15</u>	COMPENSATION: <u>DOE & Competitive</u>
DIVISION: <u>Operations</u>	BENEFITS: <u>Eligible</u>
DEPARTMENT: <u>Finance</u>	DRIVING CLASS: <u>Required</u>
FTE STATUS: <u>1.0 (Full-time)</u>	FLSA CLASS: <u>Exempt</u>
REPORTS TO: <u>Controller</u>	SUPERVISES: <u>N/A</u>

GENERAL SUMMARY:

The Senior Accountant is an integral part of the Finance Team and works collaboratively with all departments within Museum. This position supports the Finance Department in promoting excellence in the financial operations of the organization by assisting the Controller and museum leadership in the implementation of short-range and long-range departmental goals, objectives, policies, and operating procedures, and by ensuring compliance with policies, practices, and generally accepted accounting principles (GAAP) and guidelines.

The Senior Accountant reports to the Controller and is responsible for: Performing month end closing activities; Reconciling balance sheet accounts; Coordinating the codification and publication of the annual capital and operating budgets; Assisting in the annual audit; Assisting with completion of the IRS Form 990 for the parent and subsidiary organizations; Performing reconciliations on cash accounts; Managing and processing payroll on a biweekly basis; Managing the transition of information from Altru (the Customer Relationship Management system) into Financial Edge (the accounting system); Creating regular and special request reports; and Serving as an accounting resource to departmental staff and management in support of the ongoing business of the museum.

This position requires the ability to work independently under minimal supervision and general instructions and requires an incumbent with a systems approach, an enthusiasm for technology, and a strong analytical ability to support the long-term financial stability and mission of America's Car Museum (ACM).

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within this position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Ensure financial reporting accuracy in accordance with GAAP and in compliance with GAAP rules & regulations;
2. Maintain and strengthen internal controls;
3. Ensure accuracy of paychecks and benefit distribution by managing payroll, including the review and approval of payroll input submitted by supervisors;
4. Facilitate internal and external audits, in conjunction with Controller, to ensure compliance;
5. Provide support to the Controller in alignment with department and organizational goals and mission.

MAJOR RESPONSIBILITIES:

1. Managing accounting operations including payroll, cash, pledges receivable , and fixed asset accounts;
2. Assisting the Controller and museum leadership in the annual budgeting and planning process, annual financial statement audit, and with the implementation of short- and long-range departmental goals, objectives, policies, and operating procedures;
3. Creating and maintaining internal control and safeguards over all assets;
4. Managing the transfer of data from Altru to Financial Edge;
5. Serving as a finance related resource to staff and management to answer questions, generate reports, and assist in Altru button creation and mapping issues.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess a BA or BS in Accounting and 3-years accounting experience, 2 of which must be in the non-profit sector; an up-to-date knowledge of GAAP, financial reporting disclosure requirements, and internal controls; A strong understanding of accounting theory; and A solid proficiency in the use of Financial Edge, Excel, MS Word, and Outlook. Preferred qualifications include: CPA certification, experience working in ADP Payroll System, and experience working within a donor database, preferably Altru.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A minimum of 3 years prior ledger and spreadsheet preparation experience;
3. Experience with relational databases such as Altru;
4. A willingness to work outside of defined functions of position when necessary;
5. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
6. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
7. The ability to lift up to 30 lbs. as needed, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect computer monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with employees and management regularly;
8. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
9. A proven ability to multi task and prioritize competing tasks while meeting deadlines;

10. The ability to critically analyze and resolve quantitative, and logistical problems;
11. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude.

PREFERRED QUALIFICATIONS INCLUDE:

1. CPA;
2. Experience with Altru donor database;
3. Experience in ADP payroll system;
4. Ability to drive personal vehicle for business purposes.

WORKING CONDITIONS:

1. Primarily office environment with minor exposure to a combination of commercial retail, commercial food, shop, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

RESPONSIBILITIES:

PAYROLL:

1. Reviews and approves payroll input submitted by all department supervisors;
2. Prepares, enters, and processes payroll through ADP system on a bi-weekly basis;
3. Manages payroll records in ADP;
4. Monitors proper allocations of benefits;
5. Tracks and maintains leave balances;
6. Fields employee questions regarding paycheck concerns.

BUDGETS & REPORTING:

1. Prepares fiscal year-end audit schedules, and assists independent auditors in drafting consolidated financial statements;
2. Provides support before and during annual audit;
3. Assists with development and maintenance of annual operating and capital budgets;
4. Works with managers to provide complete and accurate financials and reporting;
5. Develops and prepares ad hoc reports and analyses for senior management staff;
6. Assists with completion of the quarterly and annual regulatory filings, including IRS Form 990 for the parent and subsidiary organizations;
7. Creates and provides reports to management on monthly and quarterly basis and generates individual reports as needed or requested;
8. Prepares financial reports for funders.

MONTH-END & RECONCILIATION:

1. Performs month-end closing activities, including preparation of monthly balance sheet reconciliations, preparation of journal entries, and other routine month-end accounting functions;
2. Prepares all cash accounts reconciliation;

3. Creates and maintains pledge-receivable schedule and reconciles the schedule to Altru and general ledger (GL);
4. Exports Guest Services revenue, pledges, in-kind revenue, contributions, membership and other transactions from Altru to financial system;
5. Creates and enters monthly accruals in the financial system;
6. Documents and resolves reconciling issues and communicates as appropriate;
7. Reconciles classic car and cars-held-for-sale schedule to collection report obtained from Collection Department;
8. Creates and maintains asset roll-forwards and long-term debt schedules and reconciles the schedules to the GL;
9. Maintains internal control and safeguards for receipt of revenue, costs, and actual expenditures;
10. Records transactions in QuickBooks for subsidiary entities.

ADMINISTRATION & OVERSITE:

1. Executes and assist with the implementation of short- and long-range departmental goals, objectives, policies, and operating procedures created in conjunction with the Controller;
2. Assists Controller in creating a strong control system for the accounting cycle;
3. Identifies and implements process improvements for accounting procedures;
4. Approves accounts-receivable and accounts-payable entered by Bookkeeper;
5. Creates new buttons for the Guest Services Department in Altru and maps them correctly within the financial system;
6. Assists Controller in day-to-day financial activities.

OTHER:

1. Maintains a flexible schedule, able to work weekends and late nights as needed;
2. Drives personal vehicle for business purposes when needed;
3. Utilizes MS-Word and Excel to generate communications and reports;
4. Utilizes MS-Outlook for email communications, and scheduling;
5. Participates in on-call responsibilities in emergency situations;
6. Performs other duties as assigned.

APPLICATION PROCESS:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter (*include specific job reference # W-4500*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to HR@AmericasCarMuseum.org or fax to 253-779-8499.

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