



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates for the Following:

## BOOKKEEPER

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

America's Car Museum is seeking an enthusiastic and engaging individual to join our team as the new Bookkeeper. Enjoy working as part of a talented team in a beautiful and stunning environment – voted Best Museum In Western Washington by KING5's Best Of Western Washington Awards for the years 2014, 2015 & 2017 and named one of USA Today's 10 Best Museums and one of the 10 Best Family-Friendly Museums, in the Seattle vicinity by a Seattle local expert – ACM is an international destination for families and auto enthusiasts to celebrate America's love affair with the automobile and how it shaped our society. The stunning, four-level, 165,000-sq.-ft. Tacoma, Wash., facility features 12 rotating exhibits, private event space, five annual Signature Events, and serves as an educational center, hosting students of all ages. If you love working with people, have a passion for financial book keeping, possess excellent interpersonal skills, and meet qualifications of this position, we would love to consider you as the next member of our team and encourage you to apply.

**OPEN UNTIL FILLED – APPLICATION PROCESS:** See bottom of ad

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<b>EFFECTIVE DATE:</b>	<u>W-4250</u>	<b>LOCATION:</b>	<u>Tacoma Washington</u>
<b>EMPLOYMENT TYPE:</b>	<u>Regular Employment</u>	<b>DIVISION:</b>	<u>Operations</u>
<b>FTE STATUS:</b>	<u>Full-Time (40+ hours/week)</u>	<b>DEPARTMENT:</b>	<u>Finance</u>
<b>FLSA CLASS:</b>	<u>Non-Exempt</u>	<b>DRIVING CLASS:</b>	<u>Preferred</u>
<b>REPORTS TO:</b>	<u>Controller</u>	<b>BENEFITS:</b>	<u>Eligible</u>
<b>SUPERVISES:</b>	<u>N/A</u>		

**COMPENSATION:** Market Competitive & Based on Education & Experience with Benefits: Medical, Dental, Vision, Life, 403b7, Supplemental Insurance, Paid Vacation, Paid Sick, & Paid Holidays

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## GENERAL SUMMARY:

The Bookkeeper is an integral part of the Finance Team and works collaboratively with all departments within Museum. The Bookkeeper works to maintain and increase operational efficiency and organizational profitability by processing vendor and customer payments in a timely and accurately manner, in order to maximizing cash flow and business relations. The Bookkeeper reports to the Controller and is responsible for: Accounts Receivable; Accounts Payable; Preparing statements, invoices, and vouchers; Handling and reconciling Checks and Cash; Creating bank deposits; Overseeing deposit pick up; Filing; and Assisting staff with general book keeping and process questions. The incumbent to this position must be positive, solution-focused, and able to work independently and collaboratively as an integral part of the team.

## **PRIMARY OBJECTIVES:**

1. To maintain operational efficiency and profitability of accounts receivable and accounts payable to maximize cash flow and business relations;
2. To serve as a main resource for interdepartmental questions regard deposits, accounts receivable, and accounts payable;
3. To ensure accuracy and timeliness of bank deposits;
4. To provide support to the Senior Accountant to facilitate reconciliations in timely manner.

## **MAJOR RESPONSIBILITIES:**

1. Accounts Payable;
2. Accounts Receivable;
3. Bank Deposits;
4. Processing Checks/Cash;
5. Filing.

## **QUALIFICATIONS:**

Minimum Requisites include a an AA in Accounting with a solid understanding of general accounting principles OR 2 years of equivalent accounting experience with a solid understanding of general accounting principles. Incumbent must be proficient in MS Word, Excel, and Outlook. Experience working in a non-profit accounting department preferred, Experience working with Financial Edge preferred.

## **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment and education records, and personal references;
2. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
3. The skills and ability to positively and professionally function as part of a team environment and promote teamwork with a positive and solution-focused attitude;
4. An ability to understand the various stakeholders' needs and the ability to meet those needs with a collaborative approach that fulfills the mission of the Museum;
5. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
6. Exemplary character, honesty, integrity, and professional boundaries as this position is entrusted with financial matters, donations, bank deposits, cash, and sensitive information. Personal and/or professional conduct which compromises any of these qualities is cause for termination of employment;
7. The discernment and good judgment needed to differentiate between confidential, sensitive and general information and the ability to maintain confidentiality accordingly;
8. Excellent organizational and administrative skills and the ability to manage and prioritize a wide range of tasks with competing timelines and interests while meeting deadlines;
9. A keen attention to detail with the ability to critically analyze and resolve quantitative and logistical problems;
10. A solid proficiency in the English language with professional communication skills including interpersonal, verbal, non-verbal, formal presentation, and written communications - Bilingual abilities are preferred;

11. The ability to proficiently use M.S. Word, Excel, and Outlook;
12. The ability to lift up to 30 lbs. periodically, stand, sit, and work on the computer for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate typical office machinery regularly, visually inspect, compare, and analyze written data regularly, read and interpret manuals and instructions, and effectively communicate verbally, and in written format regularly.

### **WORKING CONDITIONS:**

1. Periodic evenings and occasional weekend work – (Expected as needed);
2. Exposure to an office environment – (Constant);
3. Exposure to a combination of shop, commercial retail, commercial food, and outside environments - (Seldom);
4. Works in areas with loud noise – (Rare);
5. Exposure to office equipment, i.e., computer, copier, scanner, phone, printer, postage meter, stapler, etc. – (Constant);
6. Exposure to office solvents, cleaners, and various other chemicals – (Minimal);
7. Exposure to dust, gases and fumes. – (Minimal to rare).

### **APPLICATION PROCESS:**

**NOTE: If you want to be considered for this position – include all 4 elements of the application materials.**

1. Cover letter (*include specific job reference # W-4250*)
2. Resume
3. Salary History (*Must be incorporated into resume, email, or attachment*)
4. Professional references contact numbers (*minimum of three*)

Email all application materials to [Sandy.Colt@AmericasCarMuseum.org](mailto:Sandy.Colt@AmericasCarMuseum.org) or fax to 253-779-8499.