



# AMERICA'S CAR MUSEUM®

## **BOOKKEEPER** **POSITION DESCRIPTION**

---

|                        |                               |                       |                         |
|------------------------|-------------------------------|-----------------------|-------------------------|
| <b>EFFECTIVE DATE:</b> | <b><u>07/03/13</u></b>        | <b>DEPARTMENT:</b>    | <b><u>Finance</u></b>   |
| <b>FLSA CLASS:</b>     | <b><u>Non-Exempt</u></b>      | <b>DRIVING CLASS:</b> | <b><u>Preferred</u></b> |
| <b>FTE STATUS:</b>     | <b><u>1.0 (Full-time)</u></b> |                       |                         |
| <b>REPORTS TO:</b>     | <b><u>Controller</u></b>      |                       |                         |
| <b>SUPERVISES:</b>     | <b><u>N/A</u></b>             |                       |                         |

---

### **GENERAL SUMMARY:**

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, Check and Cash handling and reconciliation, and Bank Deposits;; The bookkeeper is an integral part of the Finance Team and works collaboratively with all departments within Museum. 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.

### **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 records, and personal references;
2. Exemplary character, honesty, integrity, and professional boundaries as this position is entrusted with the oversight of the accounting department and financial operations of the museum. Personal and/or professional conduct which compromises any of these qualities is cause for termination of employment;
3. Supervisory experience that includes, managing multiple reports with oversight of staff selection/hiring, scheduling, training, and performance management;

4. The ability to proficiently use Financial Edge Software, M.S. Word, Excel, and Outlook;
5. Forecasting experience;
6. Advanced knowledge of fund accounting principles and practices;
7. Proven experience in external audit preparations and execution;
8. A solid understanding of the budget creation process and regular budget maintenance;
9. A solid proficiency in GAAP and financial practices oversight;
10. An understanding of the various stakeholders' financial/accounting needs and the ability to meet those needs with a collaborative approach that fulfills the mission of the museum;
11. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
12. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
13. Effective project management skills, attention to detail, and ability to drive projects to a timely and successful completion;
14. A positive, solution focused attitude;
15. Demonstrated teamwork skills;
16. A track record of providing high levels of customer service;
17. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
18. An ability to deal with information in a confidential manner and respond with sensitivity to the needs and concerns of others;
19. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
20. The ability to critically analyze and resolve quantitative and logistical problems;
21. Ability to work on a computer for extended periods of time;
22. A solid proficiency in the English language with professional communication skills including interpersonal, verbal, non-verbal, formal presentation, and written communications.

## **WORKING CONDITIONS:**

1. Periodic evenings and 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).

## **RESPONSIBILITIES:**

### **Management:**

1. Oversees the operations of the accounting department, including the maintenance of an organizational structure adequate for achieving the department's goals and objectives;
2. Supervises departmental staff providing new staff training, work-plan development and oversight, technical assistance, and performance appraisals;

3. Oversees payroll administration and timely payment of employment taxes;
4. Directs accounting and related financial activities of museum to ensure functions are performed effectively in accordance with sound financial practices and GAAP (Generally Accepted Accounting Principles);
5. Maintains a documented system of accounting policies and procedures;
6. In coordination with management staff, prepares annual operating and capital budgets and quarterly revisions;
7. Manages cash/bank account activities and banking relationships to optimize service and minimize cost/fees;
8. Oversees financial activities of retail and other revenue-generation operations in coordination with appropriate departmental or line staff;
9. Monitors museum investment portfolio ensuring compliance with board-approved investment policies and oversees relationships with investment counselors;
10. Oversees financial reporting and accountability activities associated with foundation, corporate and governmental grants including budget development and required reporting;
11. Oversees the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures;
12. Manages outsourced payroll functions;
13. Develops financial and tax strategies;
14. Participates with Executive Team in areas of strategic planning, budget development, employee appraisal, etc;
15. Assists in formulating the company's future direction and supporting tactical initiatives.

#### **Risk & Cash Management:**

1. Ensures the highest standards of professional conduct, integrity, and accuracy are maintained in all financial practices;
2. Establishes and maintains financial and accounting policies, procedures, and controls to ensure sound practices and compliance with governing bodies and GAAP;
3. Oversees the company's transaction processing systems;
4. Maintains appropriate insurance coverages;
5. Ensures that the company complies with all legal and regulatory requirements;
6. Ensures that record keeping meets the requirements of auditors and government agencies;
7. Reports risk issues to the Audit Committee of the Board of Directors;
8. Maintains relations with external auditors and investigate their findings and recommendations.

#### **Transactions:**

1. Maintains a system of controls over accounting transactions;
2. Processes payroll in a timely manner;
3. Ensures that required debt payments are made on a timely basis;
4. Ensures that accounts payable are paid in a timely manner;
5. Ensures that all reasonable discounts are taken on accounts payable;
6. Ensures that accounts receivable are collected promptly;

7. Ensures that periodic bank reconciliations are completed;
8. Maintains the chart of accounts;
9. Maintains an orderly accounting filing system.

**Compliance:**

1. Oversees the issuance of financial information;
2. Maintains accounting control over museum restricted and/or endowment funds;
3. Manages the Museum's insurance policies and ensures that proper coverage is maintained to reduce the Museum's risk exposure to an acceptable level;
4. Directs the preparation of museum tax returns (990) and related schedules;
5. Coordinates the provision of information to external auditors for the annual audit;
6. Monitors debt levels and compliance with debt covenants;
7. Complies with local, state, and federal government reporting requirements and tax filings.

**Reporting:**

1. Directs preparation, review, and analysis of monthly, quarterly and annual financial reports for management purposes;
2. Provides monthly financial reports to Finance Committee and quarterly reports to the Board of Directors;
3. Directs preparation of annual audit with outside audit firm and, as necessary, assists Finance Committee in procurement of new audit firms;
4. Issues timely and complete financial statements;
5. Coordinates the preparation of the corporate annual report;
6. Recommends benchmarks against which to measure the performance of company operations;
7. Calculates and issue financial and operating metrics;
8. Manages the production of the annual budget and forecasts;
9. Calculates variances from the budget and reports significant issues to management;
10. Provides for a system of management cost reports;
11. Provides financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations.

**Other:**

1. Maintains regular work attendance;
2. Serves as staff liaison to Board of Director's Finance Committee;
3. Maintains appropriate professional behaviors including: honesty, integrity, professional boundaries, demonstrated initiative, attention to detail, organization skills, and a collaborative teamwork approach;
4. Participates regularly in staff meetings and, as requested, participate in other committee and team meetings and discussions;
5. As requested or needed, professionally represents the museum at meetings, forums and other events;
6. Maintains a flexible schedule, able to work weekends and late nights as needed;
7. Drives personal vehicle for business purposes as needed;
8. Keeps Chief Operations Officer informed regarding significant successes, concerns, or issues involving the financial and accounting matters;
9. Provides periodic updates to the COO regarding strategic plan, progress, obstacles, and successes;
10. Utilizes MS-Word and Excel to generate communications and reports;
11. Utilizes MS-Outlook for email communications, and scheduling;
12. Performs other duties as assigned.

---

Printed Name

---

Signature

---

Initials

---

Date Received