

## GENERAL INFORMATION

**Title:** Accountant

**Classification:** Non-exempt

**Reports to:** Controller

## JOB DESCRIPTION

### **Position Summary:**

The Accountant will be responsible for all aspects of accounts payables and disbursements; maintaining financial and accounting files, assists in all aspects of accounts receivables and receipts maintaining related files and assists with the monthly and quarterly close of accounting cycles. A key member of the accounting team, this position also participates in a host of other support functions in the Business Office.

This position requires a highly motivated, detail oriented individual who strives for excellence in a dynamic museum environment.

### **Supervisory Responsibility**

May supervise part-time and/or interns as needed

### **Essential Functions**

- Prepare journal entries
- Completes general ledger entries
- Monthly closings and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Draw up monthly financial reports
- Prepare analysis and reports of accounts as requested
- Assist with year-end closings
- Administer accounts receivable and accounts payable
- Reviews invoice and check requests to ensure proper coding and authorization, follows up with staff and vendors to resolve discrepancies
- Prepares requests for recurring payments
- Enters checks and disbursements into accounting system
- Reconciles monthly expenses charged to corporate credit card account
- Coordinates weekly check run and weekly running of AP aging report.
- Monitors status of unpaid invoices.
- Prepares weekly cash disbursement report.
- Prepares wire transfers as directed.
- Ensure timely payments to vendors
- Researches and responds to vendor and staff inquiries on invoices and requests for payments.
- Sets up and maintains vendor files by fiscal year.

- Maintains lists and locations of all financial accounting files including storage location of archived files.
- Assist in preparing budgets and forecasts
- Assist with payroll administration
- Assist with account/bank reconciliations
- Monitor and resolve bank issues including fee anomalies and check differences
- Review and process expense reports
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures
- Provides backup support as necessary for the Staff Accountant and/or Administrative Assistant

### **Competency or Position Requirements**

Knowledge of professional accounting principles and procedures. Knowledge of the general principles of non-profit financial administration including the budgetary process, reporting requirements and cost accounting techniques. Knowledge of computerized accounting systems, operating activities and fiscal programs of the Museum. Knowledge of sources of information and accounting techniques used in the preparation of fiscal reports

### **Work Environment/Physical Demands**

Office environment; largely a sedentary role, sitting most of the day in front of a computer

### **Position Type/Expected Hours of Work**

This is a full-time position working a regular day time shift

### **Travel**

No travel anticipated

### **JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)**

#### **Education and Experience**

Bachelor's degree in Accounting or related field; or 8 years accounting work experience can substitute for degree requirement. A minimum of four years accounting or bookkeeping experience are required.

#### **Preferred/Desirable Qualifications**

Experience with personal computer software applications (spreadsheet and/or data manager) related to accounting, and work experience in a museum non-profit organization is highly desirable. Knowledge of QuickBooks and/or other Financial Software is desirable.

#### **Certification Required**

None

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## To apply

Please submit a cover letter and resume to:

Sandra D. Williams

Human Resources Director, Vizcaya Museum & Gardens at:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

## EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.