



POSITION DESCRIPTION

Staff Accountant

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. The position is on the Finance Team, and reports to the Director of Finance.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Supervise all phases of revenue collection from various sources; reconciles revenue from point-of-sale system and other departments; prepares, verify, and record daily deposits; track accounts receivable to ensure timely cash flow and upload transactions to the accounting software.
- Review/adjust bi-weekly G/L payroll and G/L payroll payment reports and post to financial system and prepare payroll control sheet.
- Make and post adjusting journal entries related to payroll and benefits' earnings/deductions codes and payroll accruals.
- Review, reconcile, and pay or submit for payment all invoices related to employees' benefits.
- Reconciliation of all general ledger payroll expenses and payroll liabilities accounts.
- Put through DocuSign all applicable payroll reports in PDF pre-process register, payroll summary, control sheet, accrued leave, used leave, and forfeited leave journal entries.
- Reconcile employees' bi-weekly accrued leave and used leave reports by Cost Center) and prepare applicable journal entries for posting into financial system.
- Assist the Accounting Manager in maintaining the general ledger and reconciling bank accounts daily.
- Reconcile cash disbursement accounts, payroll, and other financial accounts.
- Serve as a backup to the Junior Accountant in all phases of account payable functions; reviewing invoices for adherence to policies and controls; entering expenses into the accounting system; preparing and producing check runs per payment policies.
- Serve as backup to the Procurement Manager on all purchasing transactions.
- File tax forms with federal and state government agencies.
- Assist the Director of Finance with the annual audit, including but not limited to gathering necessary account information and documents.
- Perform other related duties as assigned.

- Reconciliation of all payroll expenses and payroll liabilities and completion of auditor's reconciliation.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least three years of work experience as a staff accountant.
- Bachelor's degree in accounting or a related field.
- Deep and current knowledge of accounting principles and practices.
- Demonstrated leadership, team building, communications, project management and fiscal management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.
- Proficiency with Microsoft Office Suite and accounting software, preferably NetSuite.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, and education.
- Knowledge of non-profit and government accounting practices.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$60,200 for someone meeting the requirements of the position to approximately \$66,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors, and other constituents on and off site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to:

HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal-opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated June 27,2023