

MUSEUM OF THE AFRICAN DIASPORA
Position Description

POSITION TITLE: Accountant
DEPARTMENT: Finance
SUPERVISOR: Chief Financial Officer
LAST REVISION DATE: August, 2006

POSITION PURPOSE:

The Accountant is responsible for performing the day-to-day general accounting functions of the Museum in an accurate and timely manner. The Accountant must be familiar with all aspects of Fund Accounting and be able to record transactions both within and among the various Restricted and Unrestricted Funds of the organization, as well as reconcile the Inter Fund balances at month end. The Accountant is responsible for closing the books by the fifth working day of the month, and for preparing financial statements for presentation to Management and the Board.

The day-to-day general accounting functions referred to above are more specifically outlined as follows:

Accounts Payable

- Verification of invoice authorizations
- Invoice coding
- Invoice input
- Preparation of checks
- Obtaining check signatures
- Check disbursements
- Accounts Payable reconciliation and filing
- Year-End Form 1096/1099 preparation and distribution

Banking

- Recording and depositing of cash and credit card receipts
- Separation of Temporarily Restricted and Unrestricted Funds
- Maintenance of donor information in absence of Exceed
- Performance of monthly bank reconciliations

Payroll

- Payroll input and processing
- Distribute and process new hire/termination documentation
- Maintain PTO accrual records
- Monitoring time sheets

Benefits Administration

- Process benefits enrollment and termination documentation
- Monitor and verify monthly benefits premium invoices
- Calculate and monitor employee payroll deductions for benefits, garnishments, advances and any other deductions that may be required

Cash Flow

- Manage Inter Fund account between Restricted and Operating Funds
- Manage vendor payment schedules against available funds on a daily basis
- Prepare finance reports for proposals
- Monitor expenditures from program-specific funds

Financial Reporting

- Monthly G/L close
- Reconciliation of bank accounts
- Reconciliation of Receivables and Payables
- Reconciliation of Inter Fund balances
- Preparation of Month and YTD financials
- Preparation of actual-to-budget variance analysis
- Preparation of monthly management reports
- Preparation of special reports as requested
- Provides financial projections as required
- Generating Reports for external audit

Liaison

- Liaison with Finance Committee
- Liaison with external auditors
- Liaison with Museum department managers

Internal Systems

- Internal audit
- Compliance with GAAP, GAAS and SFAS 116/117/124

General Duties and Responsibilities

- Determine nature of donations and correct classification as Operations, Restricted or Programs
- Accounting for Museum Store transactions: merchandise, admissions, memberships and gift certificate sales, COGS and sales tax
- Accounting for special events: cash floats, credit card charge machines, A/P, banking and G/L reporting
- Employee and consultant expense reports
- Financial reports for fundraising activities
- Provide information on donations to fundraising staff
- Maintain future budget changes in master budget file

MINIMUM QUALIFICATION:

Education and Training: A bachelor's degree in accounting or business, or equivalent qualification.

Experience: Minimum of two years of full-charge accounting experience, with Fund Accounting exposure.

Skills and Abilities: Demonstrated track record of running the general accounting functions of an organization in an organized, timely and accurate manner. Ability to work independently and establish self-checking mechanisms to catch posting errors or omissions. Excellent written and verbal communication skills. Ability to analyze complex financial arrangements. Excellent financial forecasting and tracking skills.

WORKING CONDITIONS

Physical Demands: None

Special Environmental Factors: None