



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: STAFF ACCOUNTANT
DEPARTMENT: FINANCE
REPORTS TO: VICE PRESIDENT OF FINANCE AND ADMINISTRATION

POSITION SUMMARY:

The General Staff Accountant assists the Senior Staff Accountant in the management of the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records. The Staff Accountant reports to the Vice President of Finance and Administration.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly journal entries for approval
- Reconcile bank accounts and other general ledger accounts
- Assist the Senior Accountant with day-to-day, monthly and year-end operations of the Finance department
- Maintain the Fixed Asset and associated depreciation schedule, provide monthly detail to the Senior Accountant for General Journal entries; insure proper recording of new purchases and disposals
- Prepare 1099 reports
- Assist Senior Accountant with payroll system and payroll related items
- Manage petty cash account
- Manage expense reporting

ACCOUNT PAYABLE

- Process accounts payable and cash disbursements in general ledger and cash disbursements journal for the Museum and it's intermediaries
- Code invoices, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system
- Charge expenses to accounts and departments by analyzing invoice/expense reports; recording entries
- Pay vendors by instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures; verifying federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Pay employees by receiving and verifying expense reports and requests for advances; preparing checks
- Maintain accounting ledgers by verifying and posting account transactions
- Verify vendor accounts by reconciling monthly statements and related transactions
- Disburse petty cash by recording entry; verifying documentation
- Report sales taxes by calculating requirements on paid invoices
- Attach the corresponding purchase orders to incoming invoices with all supporting documentation.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Assist with monthly status reports, and monthly closings



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- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards
- Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons

ADMINISTRATIVE FUNCTIONS

- Prepare mailings and priority shipments for the Finance department
- Prepares labels and maintain files as needed within the department
- Prepare correspondence as needed within the department
- File, maintain, and distributes accounting documents, records and reports
- Assist the Senior Accountant in tracking and maintaining company insurance policies
- Supports the annual Financial Audit process, assisting the Vice President of Finance and Administration and Senior Accountant with the internal preparation of documents and records.
- Handle ad hoc analysis and financial reporting as well as various clerical duties as assigned

COMPLIANCE

- Ensure compliance with GAAP
- Conform with and abide by all regulatory guidance and internal policies & procedures.
- Protect organization's value by keeping information confidential
- Update job knowledge by participating in educational opportunities
- Contribute to department and organization special projects as assigned

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/Experience Required:

- A Bachelor's degree in accounting, or a Bachelor's degree in business with emphasis in accounting, is required
- A minimum of two years' experience related to non-profit organizations/fund accounting
- Experience with accounting software

Skills & Abilities Required:

- Excellent writing, verbal, organizational and communication skills
- Focused attention to detail and sound analytical skills
- Strong Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, etc.) and database skills
- Ability and willingness to develop an understanding of the Museum industry
- Excellent interpersonal skills and able to work well with others in a team setting
- Ability to work in non-profit environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities
- Ability to establish and manage effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times; demonstrate an understanding of protocol and sensitivity to cultural diversity issues
- Ability to work some weekends and special event hours



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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods of time operating a computer and other standard office devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to hr@aampmuseum.org