Rochester Museum & Science Center

JOB DESCRIPTION

Job Title: Staff Accountant
Department: Finance
Direct Supervisor/Manager’s Title: Controller
Grade: N2
FLSA Status: Non-Exempt
Full-time/Part-time: Full-time
Date Prepared/Revised: February 26, 2020

I. JOB SUMMARY

Responsible for recording, analysis and review of financial information. This position will assist with all facets of financial reporting included but not limited to: development, execution, maintenance and review of internal controls, proper application of generally accepted accounting principles, policies and procedures, and reporting of the museum’s financial operations.

Assist with all aspects of general ledger activity and full accounting cycle up to and including account reconciliation/analysis, financial statement preparation and budget preparation and analysis. Responsible for credit card activity and fixed asset reporting and analysis

Support Vice President Finance & Operation and Controller in developing annual budget, forecasting, planning, cost accounting, process improvement, modeling and various analyses. Serve as back-up to Controller and Accounting Clerk as needed.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

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<thead>
<tr>
<th>Describe duties, responsibilities, essential functions:</th>
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<tbody>
<tr>
<td>Responsible for fixed assets, grant accounting, external audits, external reporting, and financial systems/software.</td>
<td>30%</td>
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<td>Assists with all aspects of the general ledger activity, both directly and indirectly (through supervision). Including the proper and timely recording and reporting of financial transactions, maintenance of subsidiary ledgers, reconciliations, month-end closings, account analysis, preparation of financial statements and financial analysis.</td>
<td>30%</td>
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<td>Responsible for reviewing and ensuring compliance with all established financial internal controls and assists with setting up new processes and procedures, as needed, to prevent inaccuracies in financial statements.</td>
<td>10%</td>
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<td>Support Vice President and Controller in developing annual budget, forecasting, planning, cost accounting, process improvement, modeling and various analyses.</td>
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<td>Support, provide guidance and interact with Executives, departmental managers/staff relating to financial aspects of museum operations and grants.</td>
<td>10%</td>
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<td>Interact with HR Manager regarding financial aspects of payroll and employee benefits.</td>
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<td>Other duties as assigned</td>
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### III. JOB DIMENSIONS

Assist the VP Finance & Controller in the development, analysis and interpretation of statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget and other matters bearing on the fiscal soundness and operating effectiveness of the organization.

### IV. SUPERVISORY RESPONSIBILITIES

None

### V. FUNCTIONAL REQUIREMENTS

#### Technology, Equipment, Tools:

- Ability to utilize Microsoft office products, company email, MIP accounting software, and Black Baud Altru system.
- Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.

#### Mental Activity:

**Language skills** –

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to inquiries from groups of employees, managers, executives, vendors, customers and regulatory agencies.

**Mathematical skills** –

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to analyze variances.

**Reasoning ability**–

- Ability to define problems, collect data, establish facts, analyze and draw valid conclusions.
- Ability to identify root cause of problems and develop alternative solutions.
- Anticipates potential problems and proactively solves problems.
- Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables.

#### Physical Activity:

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools or controls; reach with hands and arms. Specific vision abilities include close vision and ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds.

#### Work Environment:

While performing the duties of this job, the noise level in the work environment is usually quiet.

- Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.
VI. QUALIFICATIONS

**Education/Experience Requirements:**
Bachelor’s Degree in Accounting/Finance or equivalent and at least 2 years of related experience. Knowledge of generally accepted accounting practices. Fund accounting/non-profit experience desirable.

**Skills/Competencies Requirements:**
- Ability to manage multiple priorities while meeting tight deadlines.
- Must be a motivated self-starter with the ability to work independently and as part of a team.
- Strong organizational skills, detail oriented and results driven.
- Proficient with Excel spreadsheets.
- High level of business acumen, confidentiality, accuracy, honesty and integrity.
- Must be resourceful, flexible and adaptable in order to identify, initiate and support needed change.

VII. APPROVALS

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<td>Department Manager/Director</td>
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<td>Human Resources</td>
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This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.