

Position Description

Title:	Accounting and Payroll Manager
Division:	Finance
Classification:	Salaried/Regular Full-time
Reports To:	Director of Finance & Operations
Supervises:	N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

Job Summary – Accounting and Payroll Manager

The High Desert Museum Accounting and Payroll Manager is responsible for the general accounting and payroll functions of this non-profit organization with approximately 40 full-time and 15-25 part-time employees (varies seasonally). This is a full-time salaried position with great benefits including medical, dental, and vision insurance; 403(b) with employer match; paid vacation, sick pay, and holidays; museum membership; and more. The typical workweek is M-F with very occasional evening or weekend work requirements.

The successful candidate will work directly with and under the supervision of the Director of Finance & Operations to manage the daily accounting and payroll responsibilities of the museum and to ensure compliance with all applicable laws, policies, and internal controls. This is a unique opportunity for a motivated, resourceful, and energetic individual to bring innovative ideas and updated processes to a small, but high-volume, accounting department. The APM also works with the Director of Finance on the planning and management of the annual budget; annual audit; preparation and distribution of financial reports; and compliance with HDM financial policies.

Minimum Qualifications

- Two years of college level business/accounting courses
- Three years of progressively responsible experience with payroll and accounting processes such as AP, AR, Journal Entries, and payroll processing & reporting
- Proficient in MS Excel
- Experience with integrated accounting software; preferably with Blackbaud Abila and Financial Edge NXT
- Outstanding oral and written communication skills

- Desire and ability to create and maintain excellent working relationships and provide outstanding customer service to coworkers, the public, and other professional contacts
- Strong attention to detail, analytical skills, and a natural aptitude for working with financial data
- Ability to manage multiple projects simultaneously, make independent decisions as needed, and to prioritize time effectively
- Flexibility to assist in other departments and with special events as needed

Preferred Experience and Skills

- Bachelor's degree in Accounting
- Experience managing fixed asset and depreciation schedules
- Fund accounting experience
- Knowledge of grant management and accounting
- Cash handling and retail accounting or management experience

Responsibilities and Tasks

1. Process semi-monthly payroll for hourly and salaried employees including reporting of taxes and benefits; quarterly and year-end reports, managing benefits including multiple insurances, 403(b) calculations, flexible spending accounts, etc.
2. Maintain chart of accounts and reconcile general ledger accounts
3. Create and process journal entries
4. Manage multiple bank accounts and credit cards
5. Process daily bank deposits
6. Oversee accounts receivable processes
7. Back-up to accounts payable process
8. Manage document retention and destruction per HDM policy

Please send resume & cover letter to the High Desert Museum,
attention Shannon Campbell.

scampbell@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.