

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Accountant & Payroll Manager	DIRECT SUPPORTS:	Controller
DEPARTMENT:	Finance/Accounting	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Full-time, exempt	SALARY:	\$58,500 salary plus DOE

JOB SUMMARY

The Accountant & Payroll Manager is responsible for processing accounts payable and credit card transactional data, daily deposits, semi-monthly payroll prep and processing, maintenance of employee data (base compensation, accruals, deductions, earnings etc.), initiating HR Actions, other accounting functions as necessary, and some administrative duties.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

40%	Accounts Payable Processing <ul style="list-style-type: none">• <i>Reviews and enters invoices</i>• <i>Prepares and processes AP payments</i>• <i>Manages credit card transactional data</i>• <i>Maintains vendor payment schedules</i>• <i>Records Gift in Kind transactions</i>• <i>Processes invoices and payments for Art in the West artists</i>• <i>Administers Museum Amazon account and reconciles purchases monthly</i>• <i>Processes vendor W9s and helps prepare vendor 1099s</i>
25%	Payroll Management <ul style="list-style-type: none">• <i>Uses payroll software to process semi-monthly payroll for hourly and salaried employees</i>• <i>Maintains employee data such as base compensation, accruals, deductions, and earnings</i>• <i>Troubleshoots software issues, including creating cases and working with Support</i>• <i>Provides employee / manager training and support of payroll software, including PTO requests/approvals, timesheets, accruals, and user interface</i>• <i>Initiates HR Actions related to payroll, including onboarding / offboarding, salary changes, job title changes, profile changes</i>• <i>Collaborates with accounting team for payroll reconciliation and accounting entries</i>• <i>Performs quarterly and year-end sign off</i>• <i>Maintains a current working knowledge of all state and federal wage and hour laws with support from our outside HR firm</i>
20%	General Accounting Processes <ul style="list-style-type: none">• <i>Enters data for and maintains Attendance and Guest Services reports</i>• <i>Assists in preparation of reports for annual audit</i>• <i>Counts and prepares deposits for donations boxes and penny machine monthly</i>• <i>Takes deposits to bank</i>• <i>Orders and picks up change orders</i>

10%	Administrative Duties (Mail, Telephones, Office Supplies, etc.) <ul style="list-style-type: none"> Processes incoming and outgoing-mail Endorse and scan incoming checks Manages postage meter Drops mail at post office Monitors office supply inventory and orders as necessary
5%	Additional Duties <ul style="list-style-type: none"> Contribute to and support the Museum's accreditation processes. Assist with museum-wide events, such as Free Days, fundraising gala, etc. Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> College coursework in business or accounting preferred Bachelor's degree in Business or Accounting / Finance is preferred
EXPERIENCE	<ul style="list-style-type: none"> Experience with accounting software, preferably with QuickBooks Desktop Experience with a payroll software: Paycor, Paylocity, ADP. UKG is preferred. Experience with client management systems or donor databases, preferably with Salesforce non-profit solutions Cash handling and retail accounting or management experience Experience in supporting multiple members of a team by managing various administrative functions Experience in a fundraising environment or with donors is preferred
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Proficient in Microsoft Word, advanced Excel preferred Intermediate proficiency in Excel, including pivot tables, advanced Excel preferred. Outstanding oral and written communication skills Demonstrated ability to learn new software, troubleshoot independently Strong attention to detail, analytical skills, and a natural aptitude for working with financial data
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> This position involves extended periods of seated or standing desk work
EQUIPMENT USE	<ul style="list-style-type: none"> Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date