

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION	
JOB TITLE:	Accountant & Payroll Manager
DEPARTMENT:	Finance/Accounting
CLASSIFICATION:	Full-time, exempt
DIRECT SUPPORTS:	Controller
DIRECTLY SUPPORTS:	N/A
SALARY:	\$58,500 salary plus DOE
JOB SUMMARY	
<p>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.</p>	
ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)	
40%	<p>Accounts Payable Processing</p> <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%	<p>Payroll Management</p> <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%	<p>General Accounting Processes</p> <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"> • <i>Processes incoming and outgoing-mail</i> • <i>Endorse and scan incoming checks</i> • <i>Manages postage meter</i> • <i>Drops mail at post office</i> • <i>Monitors office supply inventory and orders as necessary</i>
5%	Additional Duties <ul style="list-style-type: none"> • <i>Contribute to and support the Museum's accreditation processes.</i> • <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i> • <i>Other duties as assigned</i>

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