

## ARNOT ART MUSEUM

### POSITION AVAILABLE

#### **Accounting Manager** Full-time

**The Arnot Art Museum seeks an Accounting Manager to join its management team in an award-winning creative environment.**

Reporting to the Director, the Accounting Manager is responsible for all finance-related activities of the Museum, including accounting, institutional assurance/audit, risk management and budgeting/forecasting. The Accounting Manager also provides strategic guidance to support the Executive Director in development and implementation of policies, processes, internal controls, and systems necessary to manage the organization's financial operations.

#### **RESPONSIBILITIES**

##### **BANKING**

Generate appropriate system reports to record cash receipts.

Prepare bank deposits and record cash receipts received through the mail, online and on-site, based on transaction support.

Initiate and record all bank account transfers.

Prepare payroll and record journal entries.

##### **CASH MANAGEMENT**

Provide assistance and guidance to the Guest Services staff in regard to Front Desk operations.

Maintain and track petty cash fund.

##### **MONTH-END CLOSING**

Assist outside accountant with closing books at month-end and year-end.

Reconcile all Museum bank accounts, along with identifying and correcting discrepancies.

Reconcile balance sheet accounts for accuracy and understand what the balance consists of.

Record, monitor restricted grant funds and maintain accurate reports.

Assist outside accountant to ensure timely close of the books each month and at year-end.

##### **ACCOUNTS PAYABLE**

Enter new vendors into the accounting system using the correct documentation, such as W9.

Reconcile all monthly statements to ensure all invoices are received and scheduled for payment.

Prepare and process 1099s to appropriate vendors based on regulations.

Process checks through the accounting system in a timely manner.

##### **OTHER**

Prepare annual sales tax returns.

Assist external auditors with requested support.

Assist executive staff in gathering support for grant reports.

Maintain chart of accounts, department/fund and grant number listings in accounting system.

Monitor postage account, along with needed supplies.

Perform other duties as assigned by the Executive Director.

#### **REQUIRED EXPERIENCE:**

Bachelor's degree in accounting, finance, or business administration (preferred)

3-5 years accounting or bookkeeping experience (required).

Experience with general ledger functions and month-end/year-end close process.

Thorough knowledge of basic accounting procedures.

Knowledge of Microsoft Suite, including Excel, Pivot Tables and Power Query.

Hands-on experience with Quickbooks accounting software (preferred).

Excellent analytical skills with a thorough knowledge of accounting principles.

*Completion of background check is required.*

**The successful candidate will possess the following skills:**

- Financial management: *a proven track record in non-profit budgeting and financial management. Experience with and understanding of general accounting, grant tracking, payroll management, human resources, and general business systems and functions. Demonstrated success in developing and monitoring financial systems.*
- Attention to detail: *the ability to complete work with the highest level of accuracy and efficiency.*
- Resourcefulness: *the ability to work in a fast-paced environment. Strong work ethic, flexible. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated success in setting priorities, executing multiple tasks, and achieving objectives.*
- Strategic vision: *the ability to think strategically and connect strong execution to strategic priorities and objectives.*
- Communication: *the ability to actively participate in a work culture that promotes open, frequent and dynamic communication among staff, stimulating teamwork to accomplish desire goals and objectives.*

**Timeline** Applications will be accepted until the position is filled.

**Compensation** commensurate with experience. Full benefits package.

**Commitment to diversity** is key to building a successful institution. Diversity is the process of recognizing, understanding, valuing, and utilizing all the ways in which we differ. We are committed to serving our visitors with a professional staff that respects each individual's strengths and shares each person's concerns. Business activities such as hiring, training, compensation, promotions, transfers, terminations and Museum-sponsored social and recreational activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or status as a special disabled veteran. The Museum makes accommodation for religious observances.

**Contact**

No telephone inquiries, please. Email a resume and letter of interest to: [director@arnotartmuseum.org](mailto:director@arnotartmuseum.org)

Alternately, you may mail materials to the Executive Director's attention at:

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901

**The Arnot Art Museum is** a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of seventeenth to nineteenth century European paintings and nineteenth to twenty first century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.