



Finance/Staff Accountant

Full time, Benefited

The Finance/Staff Accountant will support the Finance/HR Manager to effectively manage day to day financial aspects of the museum. This position will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

Essential Duties and Responsibilities:

- Processing of semi-monthly payroll.
- Entry of accounts payable invoices and processing payments on a bi-weekly basis, monthly credit card statement reconciliation and reporting of monthly sales tax.
- Manage accounts receivable including monthly posting to QuickBooks and developing procedures that ensure collections are complete and current.
- Prepare cash and checks for deposits, process change orders as needed and daily sales journal entries.
- Maintain accounting software system ensuring the vendor and customer information is current and accurate including securing W9's when applicable.
- Assist with preparation of required financial reporting documents for grants as requested. Monthly distribution of budget reports to project managers.
- Timely entries to assist in monthly bank reconciliations.
- Generates and distributes monthly budget reports to department managers.
- Works with Database Manager to ensure accurate posting of contributions.
- Annual processing of Form 1099's.
- Works closely with the financial auditor for a successful end of year review.

Qualifications:

- Knowledge of general financial accounting.
- Computer proficiency - competence using computer systems, particularly the Google Suite, QuickBooks, iSolved HCM (or other payroll software), Altru.
- Must be able to maintain confidential information. A high degree of professionalism, sensitivity and integrity is required.
- Flexibility and the ability to adapt to change - work in a dynamic setting with shifting daily duties and enjoy working in a fast-paced creative and supportive team environment.
- Positive attitude and a willingness to work with people - excellent personal and customer service skills; creative, enthusiastic, and positive attitude are all essential.
- Teamwork and collaboration - work in a team based environment, supporting across departments to assist financial and employee relation matters.
- Organization and time management skills - work on multiple tasks and provide high attention to detail.
- Self-motivated - seek opportunities to learn, grow, and thrive independently.
- Policies - be prepared to adhere to all Wild Center policies including NYS Covid safety procedures and regulations. Covid 19 vaccination is required as a condition of employment.

Experience & Education:

2+ years of relevant accounting/finance experience.

Compensation & Benefits:

- Pay Range: \$16.00-20.00 per hour depending on experience, 40 hour work week.
- Comprehensive benefit package including medical, long-term disability and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program and additional optional dental and other supplemental plans.
- Paid vacation, sick/personal time, and holidays.
- Possibility of flexible scheduling and some remote work depending on organization and department needs.
- The opportunity to work in a LEED certified state of the art facility on a 115 acre site on the Raquette River featuring over 50 species of live exhibit animals
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply:

Open our [Finance/Staff Accountant](#) application or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter: Tell us about your finance background. What is your comfort level and experience using QuickBooks and Excel spreadsheets? What other attributes do you possess that would make you successful in this position?

Application deadline is 11/5/2021, 5pm EST. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.