

Mississippi Museum of Art

POSITION OPENING: Accountant

REPORTS TO: Director of Operations

EMPLOYEE STATUS: Full-time



## POSITION SUMMARY

The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of museum professionals and fiscally responsible administrators who work to ensure that the Museum's exhibitions, programs, operations, and community outreach are the best thing for the art and the people of Mississippi. The Accountant will work alongside the Office Manager and Director of Operations, and will administer and manage a variety of general and specific accounting functions to fulfill the needs and requests of the Museum, its Board of Trustees, and its Executive Committee.

**ESSENTIAL RESPONSIBILITIES** include the following, other duties may be assigned.

- Prepare, examine, and analyze accounting records, financial statements, and other financial products to assess accuracy, completeness, and conformance to reporting and procedural standards
- Compute and prepare monthly, quarterly, and annual tax records, ensuring compliance with payment, reporting and other requirements
- Record all bank deposits in Quickbooks
- Reconcile and balance bank, credit cards and investment accounts as well as other internal accounts
- Prepare and maintain a wide variety of financial summary products per management and board requirements
- Work with the Director of Operations to maintain the annual budget per management and board inputs
- Create general ledger and journal entries
- Substantiate financial transactions by auditing documents
- Complete trial balance reviews
- Reconcile financial discrepancies by collecting and analyzing account information
- Lead fiscal year-end audit and annual tax preparation
- Supervise maintenance of accounts receivable, accounts payable, and payroll
- Reconcile Quickbooks to Altru, the Museum's contribution and membership tracking software
- Record all food and beverage transactions including Cost of Goods Sold in Quickbooks
- Manage pre-paid expenses and deferred revenue
- Record and reconcile all inter-company transactions

## SUPERVISORY RESPONSIBILITIES

None

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Solid understanding of generally accepted accounting principles
- Analyze financial and other information with attention to detail
- Communicate in a clear, professional manner with internal and external stakeholders
- Protect confidential information
- Prioritize various assignments, which may be in progress simultaneously
- Work independently as well as collaboratively with other departments

- Efficiently enter data and utilize Microsoft Office products
- Meet an assigned work schedule with dependability, swiftness, and consistency

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Accounting experience in a non-profit environment
- Experience with QuickBooks software

**REQUIRED QUALIFICATIONS, EDUCATION, AND EXPERIENCE**

- Bachelor's degree or higher in accounting, finance, or a directly related field required
- Five or more years recent experience in a directly related accounting or finance environment

For consideration, please forward a current résumé and personalized cover letter to [careers@msmuseumart.org](mailto:careers@msmuseumart.org).

No phone calls please. The Mississippi Museum of Art is an Equal Opportunity Employer.