

# Mississippi Museum of Art



MISSISSIPPI MUSEUM of ART

**POSITION OPENING:** Accountant  
**REPORTS TO:** Chief Resources Officer  
**EMPLOYMENT 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 Chief Resources Officer and consulting CPA, managing a variety of general and specific accounting functions while meeting monthly financial reporting deadlines for the Director and Board of Trustees.

## ESSENTIAL RESPONSIBILITIES to 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 Chief Resources Officer to maintain the annual budget
- Create general ledger and journal entries
- Substantiate financial transactions by auditing documents
- Complete monthly 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
- Monthly reconciliations, including 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
- Provide monthly financial statements to the Director, Treasurer, and Board Chairman each month

### **SUPERVISORY RESPONSIBILITIES**

- None

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- CPA preferred
- Three or more years of nonprofit accounting experience
- 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 Quickbooks and Microsoft Office products
- Meet an assigned work schedule each month with dependability, swiftness, and consistency

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.