



Job Description

Job Title: Accountant	Updated: March 2025
Department: Operations	FLSA Status: Non-Exempt <input checked="" type="checkbox"/> ____ Overtime Eligible
Reports to: Executive Director	

Job Summary:

The Accountant is a full-time, on-site, Monday through Friday position that provides a wide range of administrative support to the Executive Director. This person is responsible for duties such as daily accounting processing, procurement operations, accounts payable and receivable, cash flow, and budget preparation and management, among other responsibilities.

The position requires a high degree of accounting experience, confidentiality, technical competence, and professionalism in performing all duties.

Job Duties and Responsibilities

Finance:

- Under the direction of the Executive Director, manage the Museum's financial operations, including but not limited to coordination of annual operation budget aligned with strategic and tactical goals; monthly reporting; cash management and forecasting; monitor and report on endowment; ensure compliance with all audit and IRS requirements; oversee grant financial compliance and reporting; and review and implementation of financial policies and procedures
- Work with the Executive Director to oversee administration of the accounting function, budget formulation and execution, and other business functions. This includes but is not limited to month-end journal entries, recording endowment investment activities, reconciling balance sheet accounts monthly, creating AR invoices for various departmental needs, entering AP transactions, processing annual 1099s and processing payments
- Prepare financial reports and other requested materials for the Executive Director and the Finance Committee and Board of Trustees

- Manage insurance coverage to ensure protection of Museum and lender assets, the public, and employees
- Work with the Executive Director and independent auditors for the annual financial audit
- Work with the Development Department to enter all gift donations into the donor database according to the overall control process
- Create all banking deposits and credit cards transactions from back of house operations
- Record deposits in the general ledger accounting system from all sources, including the Visitor's Desk, the Museum Shop, and Museum donation boxes and from donors in general
- Maintain petty cash fund with Deputy Director of Community Engagement and Deputy Director of Museum Events and Relations; work with Community Engagement team to oversee cash drawer reconciliation of Visitor Services and Museum Store areas
- Enter all accounts payable transactions into the accounting program and process payments
- Assist with annual reporting for year-end transactions
- Process monthly admission tax and Virginia sales and use tax
- Maintain all office supplies
- Perform other duties as may be assigned

Knowledge, Skills and Abilities:

Strong organizational, accounting and time management skills; proficient computer skills including spreadsheets and accounting software; ability to maintain confidentiality and work independently; must possess excellent written and oral communication skills.

Training, Education and Experience:

Four-year college degree in accounting or equivalent experience required

Four years' experience using QuickBooks preferred

Two years' experience working in a non-profit environment preferred

Strong organizational skills

Ability to work with a variety of staff members, vendors, creditors, and volunteers

Experience with Blackbaud Altru a plus

Special Requirements:

Regular attendance required; work hours may include nights and weekends as needed for special Museum events and projects

Physical Demands and Work Environment:

Must be able to stand, walk, bend and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to see, talk and hear; ability to occasionally stoop in opening drawers as required; must have the ability to lift up to 40 pounds.