STAFF ACCOUNTANT

Department: Finance and Administration
Reports to: Finance Manager
Position: Full-Time Exempt
Supervises: N/A

POSITION SUMMARY
Plimoth Plantation seeks an experienced staff accountant to join our growing team. You will be responsible for performing general bookkeeping, maintaining financial reports, and preparing and analyzing budgets. A strong work ethic, attention to detail, and demonstrated knowledge of operational accounting and finance functions are a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform professional accounting work in the recording and reporting of financial transactions and budgetary control for departments.

Major Duties and Responsibilities:

- Monthly reconciliation of endowment accounts
- Reconcile Balance sheet accounts
- Monthly journal entries.
- Assist in the monthly close
- Assist in the preparation of the annual budgets
- Assist in yearend audit work paper preparation
- Special projects
- Sales Tax payments
- Insurance payment control
- Provide back up for A/P and A/R clerks
- Assist in Monthly Cash reconciliations

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

CORE COMMITMENT
Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the museum’s educational mission and strategic goals; they uphold the museum’s core values and principles in their work and in all their interactions with the public and coworkers. This commitment helps to ensure that Plimoth’s reputation for excellence is maintained and that we, as stewards of the museum, are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:
Safety and Comfort: Conduct yourself and your work at all times in a manner that helps to ensure the safety and comfort of all guests, staff, animals and museum property.

Compassionate Customer Engagement: Plimoth Plantation exists to serve the public. It is their interest, goodwill and generosity that support the museum’s mission. Each and every one of us commits to consistently provide our guests with the museum’s unique brand of compassionate customer engagement.

Professional Excellence: We believe in continual improvement and we strive for excellence in all aspects of our work every day. We approach our work with earnestness, vigor and the express purpose of providing enriching experiences for our guests.

Practice Personal Accountability. Within the scope of your position, be personally accountable for improving the guest experience and for creating a rewarding, enjoyable workplace for yourself and your colleagues.

Advance a Culture of Philanthropy: In addition to earned revenue, Plimoth Plantation relies on support income (fundraising) from a variety of sources. This includes individual donors, private foundations and government agencies. Philanthropy strengthens and sustains the Museum. As a 501(c)(3) charitable organization, it is essential that staff at all levels of the organization understand Development as a vital tool that advances the Museum’s mission, strategic objectives and highest ideals.

Teamwork: We value the satisfaction and fun that comes from working together toward a common goal or vision. Each of us takes responsibility for creating a collaborative, competent, cooperative environment and ensures that every team member has the opportunity to contribute to the success of the team.

PHYSICAL REQUIREMENTS
The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work sitting, standing, kneeling, or bent over, sometimes for extended periods of time
- Capable of lifting and moving objects sometimes in excess of 25 pounds

WORK ENVIRONMENT

QUALIFICATIONS:
- Bachelor's degree in accounting, finance or related discipline preferred
- 2+ years related experience and/or Non Profit accounting experience.
- Strong analytical and organizational skills with attention to detail.
- Excellent written and oral communication skills, and polished interpersonal skills.