Plimoth Patuxet Job Description

Title: Staff Accountant  Department: Finance and Administration
Supervises: N/A  Status: Full-time / Year-round
Reports to: Finance Director  FLSA Status: Exempt

SUMMARY
Plimoth Patuxet Museums seeks a staff accountant to join our team. You will be responsible for performing general bookkeeping, bi-weekly payroll, 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.
- Assist with monthly close including preparing and recording journal entries, analyzing G/L accounts, recording adjusting journal entries and accruing expenses each month
- Prepare analysis and balance sheet reconciliation of various accounts
- Assist with the annual audit process, working closely with internal constituents and external auditors to ensure that reports sent are free from errors in a timely manner.
- Process biweekly payroll and address all issues and concerns in an effective and timely manner maintaining employees’ hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Maintain required payroll documentation and coordinates issue of physical or replacement checks or direct deposits due to timesheet or payroll errors or final discharge.
- Assist the Finance Manager and CAO with developing annual operating and capital budgets, multi-year budget models for revenue and expense
- Analyze financial reports and budget to actual reports for discrepancies and variance analysis
- Sales Tax return preparation and filing with management review
- Administer insurance payment control
- Provide back up for A/P and A/R clerks, and bi-weekly payroll processing
- Assist in monthly cash reconciliations

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

REQUIRED SKILLS
- Strong analytical and organizational skills with attention to detail.
- Excellent written and oral communication skills, and polished interpersonal skills.

EDUCATION and EXPERIENCE
- Bachelor’s degree in accounting, finance or related discipline preferred
- 2+ years related experience and/or Non Profit accounting experience.
CORE COMMITMENT
Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Patuxet 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 Patuxet’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 Patuxet. The core principles that guide us in our work are:

- Safety and Comfort
- Compassionate Customer Engagement
- Professional Excellence
- Personal Accountability
- Create a Culture of Philanthropy
- Teamwork

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 or standing, sometimes for extended periods of time.
- Capable of lifting and moving objects up to 25 pounds.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is generally sedentary in nature, but may require standing and/or walking for up to 20% of the time.
- The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc.
- Work is generally performed within an office environment, with standard office equipment.

Employee Signature          Date