



Wheelwright Museum of the American Indian Job Announcement Accountant – Job will close when filled

Accountant needed for small private non-profit museum. This position will work directly with and report to director and will be responsible for fiscal accounting and completion of audit materials for the organization and affiliate. The position requires clear understanding of accountability and proper internal controls through implementation and supervision of appropriate fiscal policies and generally accepted accounting principles (GAAP). Position requires excellent leadership and strategic thinking, extensive non-profit accounting including sophisticated fund and grant accounting, and audit preparation experience; knowledge of and experience with retail and inventory accounting; effective oral and written communication, ability to work well with a small staff as an effective team player, and ability to collaborate with staff members as necessary. Excellent organizational skills and ability to work independently are required and critical to the success of this project. This position requires office hours in person.

Extensive familiarity required with QuickBooks Professional Non-Profit System software and Microsoft Office Suite, particularly Excel and Word; additional knowledge of Versai/Explorer System software is preferred.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Accounting of Finance from an accredited institution.
- Certified Public Accountant (CPA) License.
- Eight years of progressive accounting experience including previous supervisory duties.
- Experience with preparing and managing budgets of at least \$1.0 million.
- Experience with all payroll functions.
- Experience with non-profit accounting including restricted accounts.
- Experience with retail sales/inventory.
- Experience with grant submissions and final reporting.

KNOWLEDGE AND SKILLS:

- Ability to analyze financial data and prepare financial report and statements
- Excellent organizational skills, efficiency, and accuracy with details
- Proven ability to communicate effectively in oral and written form
- Proven ability to handle confidential information with absolute discretion
- Proven ability to work independently while still working as part of a team
- Proven ability to work well in a culturally diverse setting

While performing the duties of this position, the employee is regularly required to stand, walk, sit for prolonged periods, and use computer equipment. Employee must be capable of lifting 40 pounds without injury. Occasional extended and weekend hours, and local travel may be required to fulfill the duties of this position.

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials. Please submit a cover letter, resume, and professional written references, including at least two from current or recent former direct supervisors.

EQUAL OPPORTUNITY EMPLOYMENT:

The Wheelwright Museum is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status.

AMERICANS WITH DISABILITIES ACT:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

JOB RESPONSIBILITIES:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Wheelwright Museum may change the specific job duties with or without prior notice based on the needs of the organization.

Submit to: Jean Higgins, Wheelwright Museum Executive Director, Director@Wheelwright.org