



**Position:** Accountant I

**Department:** Finance

**Reports to:** Director of Finance and Operations

**Date last updated:** 04/22/2018

**Classification:**

This position is classified as 40 hours per week (full time); non-exempt

**Hourly Range:**

\$17.00 to \$22.00 (Annual Range: \$35,356 to \$45,760)

**Position Summary:**

Under general supervision, the Accountant I is primarily responsible for processing and posting a variety of accounting transactions including but not limited to: invoices in the Accounts Payable process, Accounts Receivable transactions, and General Ledger data entry. Maintains accounting files (manual and electronic). Checks and verifies accounting data; enters data into computerized accounting systems and uses system to research questions and generate reports. Performs related general clerical duties.

**Essential Duties and Responsibilities:**

Answers incoming calls and coordinates general accounting/finance department requests and questions

Manages all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance to GAAP.

Processes invoices and check requests into the general ledger

Print checks and check register reports and other Accounts Payable related reports

Maintains and prepares the reconciliations of accounts payables

Receives and deposits all organizational revenue

Processes receipts and other accounts receivable into the general ledger

Maintain and prepares the reconciliations of accounts receivables

Prepares Journal Entries for prepaid expense, deferred revenue and payroll cash accounts

Responsible for overall general ledger maintenance and account analysis

Prepares monthly bank and end of month general ledger account reconciliations

Executes bi-monthly payroll activities using a 3rd party payroll service provider

Performs annual 1099 reporting process for vendors

Prepares quarterly sales tax reports

Maintains efficient and organized filing system for financial records

Assists the Director of Finance in preparing the annual budget, monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports

Provide support to directors and program managers requesting financial information and analysis, including other support as needed.

Assists in preparing for fiscal year-end audit and submission of Form 990 tax and related state filings.

Maintains confidentiality and follows all established finance department procedures.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. The Powerhouse Science Center maintains the right to augment or delete duties and responsibilities as business dictates.

**Minimum Qualifications:**

Bachelor's Degree or equivalent work experience

2-5 years' experience in bookkeeping or accounting, including payroll, general ledger, accounts payable and accounts receivable

Experience using Blackbaud Altru and Financial Edge software and associated payroll systems

Experience in non-profit fund accounting

Strong working knowledge of Excel, Word, and Access/database management software

Proven command of editorial, grammatical, writing skills, and techniques

Experience managing competing priorities and multiple deadlines

Ability to work both independently and with a team

Initiative to establish and maintain effective interpersonal relationships with Powerhouse employees, volunteers, visitors, donors, and community partners

Well-developed organizational skills, time management skills, and attention to detail

Good verbal and written communication skills

**Functional Work Characteristics:**

Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting

Requires effective eye-and-hand coordination and manual dexterity

Requires standing and walking approximately 25% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing

May occasionally require lifting of various materials and equipment to a maximum of 50 pounds

**Work Conditions:**

Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.

Museum facilities may expose employee to high noise levels, temperature changes, gas and/or electrical exposure, unpredictable ventilation, dust, and physical obstacles.

Work is normally performed in an area of limited privacy.

**Employment Screening and Compliance:**

Background check required.

Employee must comply with all organizational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.

Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

Powerhouse Science Center IS AN EQUAL OPPORTUNITY EMPLOYER

This is a full-time salaried position with benefits, including vacation and sick leave, health plan, disability insurance, and 403(b) plan. Salary is commensurate with experience.

No phone calls, please. Applications will be accepted until the position is filled.

If you are interested in this position, please send a cover letter, resume along with three references to John Lowe, Director of Finance and Operations [jlowe@powerhousesc.org](mailto:jlowe@powerhousesc.org)