

Accountant – Part Time (28 hours per week)

McWane Science Center

Come join our team! The 28 hour per week Accountant at McWane Science Center is responsible for general accounting functions including preparing journal entries; maintaining balance sheet schedules and ledgers; account and bank reconciliations; and daily cash receipt processes. This position will also assist with monthly closings and account analysis and support the Vice President of Finance & Administration in carrying out the responsibilities of the Accounting department.

Accountabilities and Major Duties

- Record revenue payments resulting from daily deposit activity into accounting software system using data entry skills and accuracy review procedures, including but not limited to, monitoring and resolving bank issues.
- Problem solving of various issues involving cash receipts, including researching, and resolving complex collection inquiries using computer reports, computerized accounting system, organizational points of sales systems and other interdepartmental resources, etc.
- Prepares general ledger entries by maintaining records and files and reconciling accounts including assistance with month-end closing processes and reporting.
- Manage accounting procedures by analyzing current procedures, recommending changes.
- Answer accounting and financial questions by researching and interpreting data as well as verifying information and developing reports.
- Responsible for maintaining up-to-date financial records and files in organized and efficient manner.
- Manage monthly invoicing including, but not limited to, generating and distributing monthly invoices for all areas of revenue generation within the organization:
 - o Carry out billing, collection, and reporting activities according to specific deadlines
 - o Develop a recovery system and initiate collection efforts including monitoring customer account details for non-payments, delayed payments, and other irregularities
 - o Research and resolve payment discrepancies
- Ensure accuracy of cash applications to the correct accounts by working closely with the team members performing the cash receipt transactions directly ensuring high level of accuracy and maintenance of revenue receipts.
- Maintain month end closing schedule and support monthly reconciliation of activity by reviewing and monitoring all accounts and maintaining appropriate controls to ensure accuracy of information. This includes analysis of monthly aging detail and explanation of variances from month to month and all revenue sources. Provides detail explanation of outstanding balances as requested.
- Provide support vault cash, including but not limited to, back up support vault cash management, bank orders, change orders, balancing, internal cash audits and sales point support for cash handling.
- Required to cross train and learn all jobs within department.
- Communicate with internal customers and guests via phone, email, mail or personally.
- Protects organization's value by keeping information confidential.

Minimum Qualifications

- Minimum education of Bachelor's degree in Business, Finance, Accounting or other related field.
- Related on-the-job Accounting experience - 3 + years preferred.
- Strong organizational and analytical skills.
- Ability to calculate numbers, correct entries and post to records.
- Ability to gather data, compile information and prepare accurate reports.
- Ability to secure and handle cash.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to effectively utilize a computer.

Minimum Physical Qualifications

- Ability to utilize a computer for extended periods of time.
- Ability to sit/stand for extended periods of time.
- Some lifting (up to 40 lbs.).
- Carrying/pushing and/or pulling.
- Limited stooping, kneeling, crouching and/or crawling.
- Significant fine finger dexterity.
- Visual acuity.

Benefits include FREE membership and IMAX Dome Theater movie screenings; retirement plan options including company match; discounts in our gift shop, food service and IMAX Theater; and on-site parking.

Come join our team! Please forward letter of interest, resume and salary requirements to McWane Science Center Human Resources at: HR@mcwane.org