

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Art School Finance Coordinator
Department:	Finance
Supervisor:	Accounting Manager
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Monday-Friday 10:00am – 7:00pm, evenings and weekends as needed
Issue/Revised Date:	07/27/2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

The Art School Finance Coordinator reports to the Accounting Manager. He/she is responsible for accurately processing daily cash receipts, assists with bi-monthly payroll processing for the Art School and Spalding House and assisting with accounts payable (A/P) in a timely manner.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Associates' degree in Finance, Accounting or Business Administration and/or other professional certificates (i.e. Certified Payroll Professional) is preferred but not required.
- Proficient in Microsoft Excel. Basic Microsoft Office skills.
- Working knowledge of ten-key.
- Proficient in data entry.
- General knowledge of accounting procedures and basic accounting principles.

Desired Qualifications:

- 1 to 3 years of relevant experience in payroll.
- Strong verbal and written communication skills.
- Experience in A/R, A/P and bookkeeping is not required but a plus.
- Experience in Financial Edge, ADP, and Tessitura is not required but a plus.
- Positive, self-starter attitude and desire to exceed expectations at every opportunity.
- Demonstrated ability to complete assigned tasks and meet deadlines.
- Ability to work independently and monitor own work to ensure quality, accuracy and thoroughness.
- Exceptional attention to details and highly organized.
- Ability to prioritize and use time efficiently.
- Ability to work in a creative environment with excellent human relations skills.

Essential Duties:

Cash Receipts:

- Assists with the all tasks related to daily collection, reconciliation and deposit of all cash from the Art School.
- Maintain purchase and resale of class supplies such as ceramics, metals, and glass.
- Maintains and counts inventory of class supplies.
- Oversee cash related to Holiday and Ikebana sales at the Art School.
- Maintains petty cash box.
- Creates and maintains standard operating procedure manuals for cash receipts.
- Prepares analysis of accounts, as required.
- Be the contact between Finance and the Art School for accurate accounting codes.
- Performs other related duties as may be required or assigned by Supervisor.

Accounts Payable:

- Code invoices related to Art School.
- Accurately and timely prepare expense reimbursement requests.
- Manage expenses purchased on the corporate credit card.
- Assists A/P as needed and as part of cross-training within the Finance department.

Payroll:

- Accurately enters Art School and Spalding House instructors' timecards during the bi-monthly payroll cycle in ADP.
- Review and enter mileage reimbursement requests in ADP.
- Distribute paychecks to everyone at the Art School.
- Performs other related duties as may be required or assigned by Supervisor.

Working Conditions and Atmosphere:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Approval

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.