

# Honolulu Museum of Art

## JOB DESCRIPTION

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| <b>Job Title:</b>         | Staff Accountant   |
| <b>Department:</b>        | Finance  |
| <b>Supervisor:</b>        | Director of Finance                                      |
| <b>Employment Status:</b> | Full-Time  |
| <b>FLSA Status:</b>       | Exempt   |
| <b>Work Hours:</b>        | Monday-Friday 8:00am – 5:00pm Some evenings and weekends |
| <b>Issue/Reissue Date</b> | 01 12 2017   |

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 staff accountant position completes monthly tasks to assist the Director of Finance in preparing financial statements. The staff accountant also helps with payroll processing, cash flow projections and various tax related filings with the State and Federal government.

### **Minimum Qualifications:**

- Bachelor's degree in accounting or equivalent professional experience.
- 2+ years of progressively responsible experience for a major company or division of a large corporation.
- Proficient in Microsoft Office products, including Excel.
- Must have the ability to communicate effectively to a diverse group, possess strong attention detail, and have strong analytical skills.
- Ability to handle data with confidentiality.

### **Desired Qualifications:**

- CPA certification.
- 1+ years of experience at a nonprofit organization.
- 1+ years of experience with ADP or another payroll processing software
- Experience with Blackbaud Financial Edge software.
- Appreciation for art and art education.
- Highly intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

### **Essential Responsibilities:**

Transactions

- Payroll review and processing
- Vacation accruals
- Prepare monthly and annual GE tax payment

- Balance sheet reconciliation as necessary, complete month end general ledger entries if needed.
- Assist with tax worksheets on a monthly/quarterly basis.

#### Reporting

- Cash flow projections and cash forecasting
- Manage various departments liquor in relations to completing the annual liquor sales report to the State of Hawaii.
- Assist with preparing grant reports to the Development department as necessary.
- Create and maintain a procedural manual for the staff accountant position.
- Maintain corporate credit card system, including by not limited to managing monthly statements and organizing receipts, checking the account coding for expenses, uploading journal entry to accounting system, managing users, card limits, help users resolve CentreSuite issues.
- Assist departments with financial questions/issues.

#### Compliance

- Payroll and tax related filings
- Compile necessary documents for form 990
- Research authoritative literature for proper treatment of accounting topics.

#### **Other Qualifications:**

- Adaptability
- Initiative and Judgement
- Detail oriented
- Planning and Organizing
- Problem Solver
- Information Technology savvy

#### **Working Conditions:**

Primarily in an office environment. Must work independently and have the ability to make some judgement calls. Occasionally may need to lift boxes when cleaning year end files or filing. Periodic weekend or evening work as needed.

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.