

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Accounts Payable Coordinator
Department:	Finance
Supervisor:	Controller
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm Some evenings and weekends
Issue/Reissue Date	01/31/2017

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:

Under the general direction of the Controller, processing accounts payable, preparing bank deposits, and cross trains with Accounts Receivable Coordinator. Reviews invoices for payment, manages all accounts payable vendor profiles which includes obtaining W-9 information and processing 1099 forms at year end. Also performs petty cash counts, organizes vendor files, and provides change requests from other departments as needed.

Minimum Qualifications:

- Bachelor's Degree in Accounting or related business experience, or two to three years of comprehensive related experience in accounts payable processing.
- Solid skill level with Microsoft Office products, including Excel.
- Ability to communicate effectively with a diverse population of museum staff and vendors.
- Demonstrate strong problem solving skills and provide solutions in a creative environment.
- Ability to work independently.

Desired Qualifications:

- Bachelor's degree in Accounting.
- 1+ years of experience in a museum environment or nonprofit organization.
- Working knowledge of Blackbaud Financial Edge Software.
- Understanding of applicable rules related to processing 1099 forms at year end.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- 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.

Other Qualifications:

Core Competencies:

- Adaptability
- Detail Oriented
- Effective Communicator
- Good Time Management
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

Essential Duties:

- Review and process invoices for payment, ensuring accurate general ledger coding, correct payment amount, timely payment submission, and proper approval. Follow up with various departments regarding invoice discrepancies.
- Maintain current accounts payable files and archive previous fiscal year files.
- Maintain vendor profiles including W-9 form submissions and 1099 processing at the end of each calendar year.
- Collect, count, and reconcile monies from various departments to transmittal forms or batch reports. Follow up with various departments regarding deposit discrepancies and variances. Prepare deposits to send to the bank.
- Perform petty cash counts for various departments
- Manage and provide change to other departments as requested.
- Cross train with Accounts Receivable Coordinator
- Other duties as assigned.

Traits and characteristics:

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement.

Working Conditions and Atmosphere:

Primarily works in an office environment. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

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.