

Senior Accountant

Reporting directly to the Chief Financial Officer, the Senior Accountant is the primary contributor to financial statement preparation and supporting documentation. The Senior Accountant is responsible for the museum's accounting functions, including journal entry preparation, bank reconciliations, spreadsheet development, payroll and other tasks as assigned by the CFO. This is a full-time position requiring approximately 40 hours commitment per week.

Primary Responsibilities:

- Assist with monthly accounting closing process, including bank reconciliation, GL account reconciliations and end-of-year closing/audit processes.
- Generates weekly and biweekly payroll using ADP; manages time clock
- Oversees weekly bank deposits, balancing between retail/donor software and accounting records
- Oversees accounts payable process, making sure invoices are coded to the correct general ledger accounts; weekly payables check run
- Administers the billing process, making sure schools and other institutions are invoiced timely
- Assists with budget preparations, creating budget worksheets, answering directors' questions regarding departmental reports
- Act as back up to CFO in their absence for specified duties
- Other tasks as assigned by CFO.

Qualifications:

- Bachelor's degree in accounting required.
- 2+ years of accounting experience.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail oriented.
- Experience with Blackbaud's Financial Edge NXT, Altru and ADP is preferred

Hours: Office hours are 8:30-5:00 Monday-Friday. Some afterhours meetings are required along with involvement with three annual fundraising events.

The Mississippi Children's Museum is a 501(C)(3) organization with the mission of creating unparalleled experiences to inspire excellence and a lifelong joy of learning. To apply, please submit letter of interest and resume: careers@mcm.ms

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.