



HONOLULU MUSEUM OF ART JOB DESCRIPTION

Job Title:	Accountant
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	11/24/2020

Job Summary:

Under the general direction of the Controller, the Accountant oversees the accounts payable (AP) process, assists with inventory counts at Art School, performs payroll related tasks and conducts petty cash counts. Assists with various deposit postings, corporate credit card processing, account reconciliations, system reporting, monthly and closing journal entries, as well as audit and tax workpapers.

Minimum Qualifications:

- Bachelor’s degree in accounting.
- Knowledge of GAAP and internal controls.
- Proficient in Microsoft Office products, including Excel.
- Ability to communicate effectively with a diverse population of museum staff, vendors and constituents.
- Ability to handle data with confidentiality.
- Able to work and communicate remotely using various technology tools provided by the Museum.
- Demonstrate strong problem solving skills and provide solutions in a creative environment.
- Committed to the museum’s mission.
- Ability to work independently.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.
- Exceptional attention to details and highly organized.

Desired Qualifications:

- 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.
- Strong verbal and written communication skills.
- Ability to monitor own work to ensure quality, accuracy and thoroughness.
- Ability to prioritize and use time efficiently.
- Ability to work in a creative environment with excellent human relations skills.
- 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.

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:

- Prepare invoices for payment, ensuring accurate general ledger coding, correct payment amount, timely payment submission, completeness of supporting documentation and proper approval. Follow up with various departments regarding invoice discrepancies.
- Maintain vendor profiles including reviewing new vendor profiles, W-9 form submissions, and 1099 processing at the end of each calendar year.
- Maintain petty cash processing for Finance department and perform petty cash counts for various departments.
- Prepare Accounts Receivable invoices.
- Assist with cash receipt processing, including cash receipt entry, and bank deposit preparation and delivery.
- Assist with payroll processing, including time card data review and payroll processing adjustments.
- Assist with Art School inventory counts.
- Various account reconciliations, system reporting, journal entries, as well as audit and tax workpapers.
- Cross train with other Finance team members.
- 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 open office environment and works remotely from home utilizing technology tools provided by the Museum. Work will often be performed with firm 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.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, reproductive health decisions, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.