

Controller

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the President/CEO, the Controller plans and controls the accounting activities for The Discovery. The Controller manages the budgeting, and reporting process and is responsible for the organizations financial security.

Essential Functions

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll.
- Prepares various financial statements and reports.
- Maintains accounting records to show receipts and expenditures.
- Directs the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, operating expenses, and insurance records.
- Directs and participates in cost analyses and rate studies.
- Prepares statements and reports of estimated future costs and revenues.
- Directs internal audits involving review of accounting and administrative controls and supports all external audit activities.
- Establishes system controls and develops procedures to improve existing systems.
- Coordinates preparation of external audit materials and external financial reporting.
- Reviews financial statements with senior team.
- Directs the installation and maintenance of new accounting related procedures and controls.
- Participates in the monthly Key Performance Indicators (KPI's).
- Other duties as assigned by the President/CEO.

Cash/Revenue

- Run daily revenue reports from POS software-Altru.
- Prepare daily deposits and take to bank on daily basis.
- Enter daily cash receipts into QuickBooks.
- Interact with gift shop and/or Museum Manager on a daily basis for cash collections from daily sales.

Accounts Payable/Receivable

- Enter invoices on daily basis.
- Issue vendor payments on a weekly basis.
- Reconcile contracts with vendor statements/invoices.
- Issue invoices to patron as needed.

Development

- Tracks value of gift passes and accurately reports liabilities to the President/CEO.
- Researches NSB Payment Portal transactions and entry.
- Reconciles transactions to Altru.
- Processes credit card batches, reporting and relaying to President/CEO.

Month End Close/Financial Reports

- Review vendor activity to ensure all monthly invoices have been received and processed.
- Perform various detailed month-end allocations for fringe benefits, shared costs and indirect cost allocations.
- Perform various account reconciliations and work to resolve discrepancies.

Education & Experience Required

- Master's degree or equivalent in finance or business management.
- Four to ten years' related experience and/or training.
- Or a combination of education and experience.

Skills Necessary

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to speak effectively before groups of customers or employees.
- Computer skills, including Microsoft Office, accounting software, database software, payroll systems, spreadsheet software, and word processing software.
- Excellent mathematical skills, including the ability to work with mathematical concepts such as probability and statistical inference, and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Excellent verbal and written communication skills.

Working Conditions

General office environment. Work is sedentary in nature, but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, with standard office equipment available.

How to Apply

Please e-mail cover letter, resume, three references to jobs@nvdm.org. No phone calls please.

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