

Accounting Clerk

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the Controller, the Accounting Clerk is responsible for accounts payable and receivable, general ledger accountability, as well as financial profitability analysis and other special projects, as assigned.

Essential Functions

Cash/Revenue

- Run daily revenue reports from POS software and online platforms.
- Maintain daily filing of reports and uploading of reports in company shared drives.
- Prepare banking deposits, change requests and take to bank daily or as needed.
- Enter /scan daily revenue activity into QuickBooks and reconcile with all daily reports.
- Interact with gift shop / visitor services staff for cash collections from daily sales and or reconciliation entry issues.

Accounts Payable/Receivable

- Enter invoices upon receipt via e-mail, daily mail or internally.
- Issue approved customer / vendor payments on a weekly basis.
- File / scan paid invoices and contracts accordingly.
- Reconcile contracts with vendor statements/invoices.
- Issue invoices to patrons as needed and reconcile customer receivables.

Payroll

- Provide assistance, as needed.

Development

- Track value of gift passes and accurately reports liabilities to the Controller.
- Research and record donor banking transactions to correct G/L accounts.
- Process credit card batches of gifts/pledges, reporting and relaying to Controller.

Month and Year-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 to resolve discrepancies.
- Assist in year-end audit requests.
- Other duties/special projects as assigned.

Education & Experience Required

- Bachelor's degree in Accounting preferred.
- Five years or more experience in an accounting field or a combination of education and experience.
- Proficiency in Microsoft Office (Excel and Word), QuickBooks Cloud, and experience with POS software.

Skills Necessary

- Excellent written and verbal communication skills.
- Working knowledge of non-profit accounting standards.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).

Work Characteristics

- Attention to detail
- Motivated, self-starter
- Organized
- Team player
- Multitasker

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 resume, cover letter and three references to jobs@nvdnm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.