

**Position:** Accounting Clerk  
**Reports to:** Director of Finance  
**Status:** Full-Time  
**Schedule:** 40 hours/week. Monday – Friday, 8:30am-5:00pm  
**Compensation:** \$36,000 to \$45,000 annually (DOE) plus medical, dental and vision benefits. 403b retirement plan available.

**Objective:** Reporting to the Director of Finance, the Accounting Clerk is responsible for accounts payable, receivable, and general ledger accountability, as well as financial profitability analysis and other special projects as assigned.

**Job functions:**

- Run daily revenue reports from Altru, the museum's POS software.
- Prepare deposits and deliver to bank on a daily basis.
- Enter daily cash receipts into QuickBooks.
- Interact with museum staff on a daily basis for cash collections from daily sales.
- Enter invoices on daily basis.
- Issue vendor payments on a weekly basis.
- Reconcile contracts with vendor statements/invoices.
- Issue invoices to patrons/vendors as needed.
- Track value of gift passes and accurately report liabilities to the Director of Finance.
- Research NSB Payment Portal transactions and entry.
- Reconcile transactions to Altru.
- Process credit card batches, reporting and relaying to Director of Finance.
- 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.
- Other duties/special projects as assigned.

**Requirements:**

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

**Necessary skills:**

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

**Characteristics:**

- Attention to detail
- Motivated, self-starter
- Organized
- Team-player
- Multi-tasker



**Environment:** 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@nvdm.org](mailto:jobs@nvdm.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.*