



POSITION DATA

JOB TITLE: Staff Accountant
DEPARTMENT: Finance
REPORTS TO: Revenue Accounting Director
CLASSIFICATION: Nonexempt
DATE: November 2021

POSITION OVERVIEW

The Staff Accountant will provide support to the Finance department. The incumbent will be involved in various accounting and financial aspects of the company. In addition to monthly reconciliations, the Staff Accountant will assist in monitoring and recording of the various revenue streams.

ESSENTIAL FUNCTIONS

- Reconciles bank and credit card statements on a monthly basis.
- Reconciles bank activity to Galaxy, Counterpoint, and other system reports on a daily basis.
- Monitors bank activity daily and records various inflows and outflows of funds, as necessary.
- Records all museum and retail revenue and cash monthly using system-generated reports such as those from JCA and internal reporting portal. Researches and corrects any issues prior to posting of entries.
- Records monthly bank and credit card charges, credit card processor fees, and chargebacks.
- Deposits checks at bank or by use of remote check scanner.
- Provides weekly cash control reports to program staff for review of overage & shortages.
- Analyzes overage & shortage reports and ensures that all variances over \$10.00 are adequately documented.
- Participates in both internal and external audits by providing required documentation, providing responses to auditors' questions and requests, updating policies and procedures, and explaining variances.
- Prepares chargeback analysis and support resolution of credit card chargebacks.
- Records monthly loan interest payable based on schedule.
- Works with IT and assists with testing prior to implementation of new systems and mapping new transactions properly in Galaxy and Counterpoint.
- Works closely with IA team to identify and resolve any potential issues with recording of items in Raiser's Edge and Financial Edge.
- Invoice reseller and pass partners on a monthly basis. Follows-up on outstanding payments. Apply payments against invoicing in Galaxy.
- Participates in quarterly till counts at the Museum as part of cash controls.

- Sets-up and approves various banking transactions including internal transfers, as needed.
- Records Direct Mail revenue and cash using exports from Raiser's Edge.

VOLUNTEER REQUIREMENT

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's Degree in Accounting or equivalent required.
- 2+ years of related experience; with a basic understanding of certain tasks to serve as a back-up to the team
- 5+ years of related experience in lieu of a degree is acceptable.
- Advanced Excel skills including pivot tables and v-lookups
- Ability to work independently
- Strong analytical, organizational, verbal and communications skills
- Proficiency in Microsoft Office Applications

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmfinancejobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

-
- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.
 - This document is a communication tool and not intended as a written or implied contract of employment.