



Title: Staff Accountant

Department: Finance

Supervisor: Director of Finance and Operations

Status: Exempt, Regular, Full-time

Salary: \$55,500

Position Description: The Staff Accountant is responsible for supporting the Director of Finance and Operations in their efforts to prepare monthly financial statements for MNA staff and Board and assisting staff members with accounting inquiries. Work includes account reconciliations, journal entries preparation, accounts payable and receivable review and financial statement preparation.

Responsibilities:

- Prepare accounting related entries to numerous registers, journals, logs and statements.
- Reviews general ledger accounts, preparing and adjusting journal entries - including payroll, worker's compensation charges, standard monthly entries, and 401K.
- Performs account analysis and reconciliation, including bank statements and general ledger accounts.
- Reconciles and submits 401K and Health Savings Accounts payments via appropriate methods in a timely manner.
- Allocates costs across organization based on grant activity as required, coordinate a fringe pool or other allocation method employed by the organization.
- Processes annual Form 1099 returns to meet federal deadlines
- Assists Director of Finance with preparation of annual audit.
- Participates and/or assists in special projects, and performs associated administrative duties, as assigned.

Key Relationships:

- Works in close collaboration with the Bookkeeper.
- Will work closely with Director of Philanthropy and the Development team.
- Works with project leaders on monthly billing.
- Works with all staff on budget inquiries.

Education and Experience Requirements:

- BS in Accounting, Business Administration or related field.
- Prior general ledger accounting experience required

Abilities, Skills, and Knowledge:

- Proficiency in Microsoft Office suite, Net Suite and MIP, fund accounting software, and other appropriate software.
- Knowledge of GAAP, GASB and grant accounting.
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing, with staff, trustees, vendors, and others to whom you represent the institution.



MUSEUM of NORTHERN ARIZONA

Working Conditions: Generally work indoors, Monday through Friday, 35 hours per week.

To Apply: Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

“We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.”