Title: SENIOR ACCOUNTANT  
Department: FINANCE  
Reports to: CHIEF FINANCIAL OFFICER

Overview:  
The Senior Accountant works in partnership with the Chief Financial Officer to ensure the smooth running of the Finance Department.

Activities include the timely processing of day to day financial activities, maintaining the accuracy of the accounting records, Accounts Payable, Accounts Receivable and Banking transactions, Payroll and Human Resources records, together with budgeting, reporting and responding to internal and external requests.

The Senior Accountant will be a vital thought-partner in upgrading current systems, vetting and implementing potential technology platforms and ensuring progress towards best-in-class operating standards.

Responsibilities of the Position include:

- Accounts Receivable and Revenue recognition calculations
- Accounts Payable including Payments, Employee Expenses, Credit Cards and 1099
- Ledger analysis, departmental allocations and Journal entries
- Monthly bank analysis, reconciliations and cash planning
- Assisting the monthly, quarterly and year-end financial close processes
- Reporting Financial results and information to all levels of the organization
- Effectively communicate information to non-Financial audiences
- Maintaining schedules and reconciliations for annual Audit
- Responding to the year-end audit requests and preparation of 990 Form
- Accounting for all Retail activities, deposit reconciliation, inventory, and Sales Tax
- Federal and State inquiries, reports, filings, periodic statistics, and maintain registrations
- Ensure the integrity of Museum’s financial records including supporting spreadsheets, correspondence, memos, reports, and forms as needed
- Compliance with Fiscal Policies and Procedures, including documentation of all Approvals and Authorizations
- Preparing the Bi-Weekly Payroll, with Timesheets and supporting reconciliations
- Ensuring accuracy of all payroll deductions (Transit, FSA, 403B, Health, Vision, Dental, etc)
- W-2 forms, Worker’s Compensation, Employee insurances
- Employee Onboarding, Benefit Administration, including Open Enrollment

- Maintaining all necessary Human Resources and Personnel file and records
• Developing productive working relationships with staff across all departments

**Minimum Qualifications:**

- Bachelor’s Degree level of Education (Accounting, Business or Management preferred)
- 4 years’ experience accounting for nonprofit entities
- Experience with **Sage Intacct** accounting software needed
- Skilled user of Excel, Word, PowerPoint, Dropbox and G-Suite software
- Good presentation and communication skills, verbal, online, memo and email
- Display a friendly and professional manner with all Staff, Clients, Vendors and Funders
- Planning, prioritizing, organizing abilities to keep track multiple activities and deadlines

The administrative offices for the museum are located in Long Island City, NY 11101, where a hybrid work environment is in operation, requiring a presence on-site one or two days each week.

Salary range: $80,000 - $90,000 depending on experience.

Paid vacation, sick/personal leave, holidays and bonus days.

Benefits package includes Employee Health insurance covered 100%, FSA Plan, voluntary Vision and Dental coverage, Pre-tax Commuter benefit, 403(b) retirement plan and Continuing Education Reimbursement.

Please submit resume and detailed cover letter to jobs@folkartmuseum.org with “Senior Accountant” in the subject line

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