



## **The Cummer Museum of Art & Gardens Employment Opportunity - Accounting Coordinator**

The Cummer Museum of Art and Gardens seeks a Full-time Accounting Coordinator to support one of Northeast Florida's cultural gems. Reporting to the Chief Financial Officer, the Accounting Coordinator will be responsible for preparing, recording, and administering Accounts Payable, Payroll and assisting with other financial reporting processes. Responsible for managing the payables cycle, including entering, processing, and reporting.

- Support the Museum's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership.
- Adhere to written policies, procedures, and internal controls to ensure Generally Accepted Accounting Principles (GAAP) compliance.
- Process invoices and check requests for payment on a weekly basis. Assist staff with coding and expediting invoices according to terms. Assist staff with researching and resolving disputed invoices. Prepare accounts payable reports.
- Process bi-weekly payroll and prepare related journal entries and reporting.
- Generate and/or review and record journal entries into General Ledger for department transfers, payroll, employee receivables, cost of goods sold, as well as any correction or maintenance entries.
- Monitor credit card charges, payment discrepancies, refunds, returns, and miscellaneous charges.
- Maintain Accounting filing system and ensure compliance with document retention policy. Manage vendor certificates of General Liability & Workers' Compensation.
- Communicate professionally with external vendors, suppliers, and other key stakeholders.
- Process non-cash receipts for bank deposit through remote deposit system. Prepare cash receipts for bank deposit.
- Order, distribute, and maintain petty cash and appropriate change funds for Visitor Services, Education, and miscellaneous events as needed.
- Prepare annual 1099 and 1096 forms and related reporting.
- Maintain postage-on-call and bulk mail account including funding and reconciliation.
- Assist Chief Financial Officer as assigned and serve as backup to Senior Accountant.
- Other job duties as assigned.

### Knowledge, Skills and Abilities:

- Bachelor's degree preferred.
- Five years related office experience.
- Knowledge of basic accounting and bookkeeping procedures.

- Skilled in use of Excel spreadsheets.
- Strong attention to detail and accuracy.
- Ability to use a calculator, perform basic arithmetic, and perform routine computer data entry.
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion.
- Ability to handle cash, checks and assets received in a secure manner.
- Ability to handle and maintain confidential information.
- Ability to succeed working independently and collaboratively.
- Ability to provide superior customer service to customers and others at all levels.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done especially when important deadlines cause greater than normal departmental pressures.

Qualified applicants send cover letter, résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or [jobs@cummuseum.org](mailto:jobs@cummuseum.org)

\*all interviewed applicants & new employees required to show proof of vaccination

Application deadline: Friday, September 10, 2021