



The Cummer Museum of Art & Gardens Employment Opportunity – Staff Accountant

The Cummer Museum of Art and Gardens seeks a Full-time Staff Accountant to support one of Northeast Florida's cultural gems. Reporting to the Chief Financial Officer, the Staff Accountant will be responsible for all accounting functions, including general ledger, accounts receivable, grants administration and oversight of accounts payable. Responsible for managing the revenue cycle and maintaining financial systems.

- 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.
- Assist with developing internal controls and procedures.
- Accurately manage the gift and earned revenue cycles, reconciliation, and reporting. Maintain pledge balances and ensure accurate recording and recognition of all revenue sources.
- Prepare routine financial reporting in support of government grants to ensure compliance with reporting requirements.
- Provide routine revenue and expense reporting. Develop queries and ad-hoc reporting based on business needs. Identify, research, and resolve any discrepancies.
- Prepare and review monthly department P&L reports and provide supporting detail. Review variances to budget with department directors to assess risks and opportunities.
- Maintain fixed assets software and ensure proper recording of new purchases, disposals, and depreciation.
- Reconcile bank accounts.
- Ensure accurate and timely monthly, quarterly and year end close.
- Generate and/or review and record journal entries into the General Ledger.
- Coordinate audit activity and assist with audit planning, procedures, and preparation.
- Assist with budget planning and implementation.
- Assist Chief Financial Officer as assigned and serve as back-up.
- Act as back-up for bi-weekly payroll processing.
- Other job duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree with a major in accounting or finance required. CPA, MBA or CMA certification a plus.
- Five years accounting experience, preferably in the non-profit industry or in public accounting.
- Strong attention to detail, analytical and problem-solving skills.

- Outstanding communication skills and ability to work effectively with external and internal customers at all levels.
- Successful experience in grants management as it relates to compliance and reporting of government, corporate and foundation grants is preferred.
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion with little supervision.
- Ability to handle and maintain confidential information.
- Ability to succeed working independently and collaboratively.
- Experience with budgeting and accounting software and database management required.
- Blackbaud Financial Edge and related product experience preferred.
- Successful candidate must have demonstrated advanced Excel skills.
- Ability to handle cash, checks and assets received in a secure manner.
- Must have excellent work habits, including a willingness to work the hours necessary to meet important deadlines.

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