

**Employment Opportunity – Accounts Payable Specialist
Full-Time**

The Cummer Museum of Art & Gardens seeks an Accounts Payable Specialist who under the supervision of the Chief Financial Officer (CFO), will assume responsibility for the detailed preparation, accurate recording, and efficient administration of Accounts Payable functions. Additionally, this role involves supporting various financial reporting procedures while upholding adherence to established policies, procedures, and internal controls to ensure compliance with Generally Accepted Accounting Principles (GAAP).

- Support the Cummer’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for the individual, commitment to our community, and accountability and ownership.
- Contribute to a positive organizational culture based on mutual respect, a spirit of cooperation, and openness to many perspectives.
- Execute preparation and recording of Accounts Payable transactions.
- Administer Accounts Payable processes with attention to detail and accuracy.
- Support the CFO and finance team in other financial reporting activities as required.
- Ensure strict adherence to written policies, procedures, and internal controls governing financial operations.
- Maintain compliance with Generally Accepted Accounting Principles (GAAP) standards in all Accounts Payable activities.
- Collaborate effectively with cross-functional teams to streamline financial processes and enhance overall efficiency.
- Proactively identify and resolve discrepancies or irregularities in Accounts Payable records.
- Assist in implementing improvements to Accounts Payable systems and workflows to optimize operational effectiveness.
- Manage the processing of non-cash receipts to facilitate bank deposits.
- Compile and organize cash receipts for subsequent bank deposits.
- Coordinate the procurement, distribution, and oversight of petty cash and change funds for diverse departments across the organization. Conduct precise monthly reconciliation of petty cash funds.
- Prepare annual 1099 and 1096 forms and related reporting.
- Maintain postage-on-call and bulk mail account including funding and reconciliation.
- Assist with month-end closing and annual audit
- Respond promptly and professionally to inquiries from internal stakeholders and external vendors regarding Accounts Payable matters.
- Monitor and reconcile credit card charges, payment discrepancies, refunds, returns, and miscellaneous charges. Accurately prepare and record associated journal entries on a timely basis.

- Uphold confidentiality and discretion when handling sensitive financial information.

Knowledge, Skills, and Abilities:

- Bachelor's degree in accounting, finance, or related field preferred.
- Minimum two years related accounts payable experience.
- Knowledge of basic accounting and bookkeeping procedures.
- Proficient in MS Office, including MS Excel.
- Strong attention to detail and accuracy.
- Familiarity with non-profit accounting/reporting desired, but not required.
- Exceptional 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.

Physical Demands/Work Environment:

- Must be able to occasionally lift/move up to 20 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Normal building and office environment with occasional outside work.
- Frequently required to talk or hear.
- Frequent periods of sitting (6+ hours) may be required during the workday.

Why us?

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%
- Generous Paid Time Off and Holiday Structure
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education.

Remote work: None

Direct Reports: None

Hours: Monday-Friday, 8am-5pm

Salary Range: \$21 Hourly

Qualified applicants send 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

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.