

1/2025
Job Description
Senior Accountant



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

POSITION REPORTS TO
Chief Executive Officer

POSITION SUMMARY

Under the direction of the CEO, the Senior Accountant is responsible for providing financial accounting, reporting and analysis for the Museum.

ESSENTIAL FUNCTIONS

- Develops and monitors internal control policies and procedures, ensures compliance with all federal and state financial reporting requirements, ensures compliance with contract guidelines.
- Responsible for all accounting transactions in the Museum's financial systems.
- Prepares, analyzes, and reconciles all financial reports.
- Interprets data contained in reports and statements to identify problem areas and opportunities.
- Works with the Museum's Leadership team to develop departmental budgets for each department and to produce financial needs analysis as needed for fundraising planning.
- Provides data to assist the CEO with strategic planning for the Museum's financial stability, including budgeting, forecasting, monitoring, and reporting.
- Responsible for audit and tax preparation and facilitation.
- Adopt "best in class" practices for finance and model the approach for interactions across the organization.
- Other duties as assigned; strong ability to work as part of the team. Best in class, all hands-on deck support of all Explore & More associates and roles on a regular basis.

QUALIFICATIONS

- Minimum bachelor's degree in finance, Accounting, or related field.
- Minimum five years in a progressively responsible finance role, with experience in non-profit organizations
- High end user of QuickBooks and Excel; Strong working knowledge of Outlook, Word and Salesforce. Ability to quickly adapt to new platforms and financial applications.
- Excellent problem solving, communication, planning and organizational skills.
- Strong attention to detail in a fast-paced environment

PHYSICAL AND ENVIRONMENTAL FACTORS:

- Must be able to sit, stand, and walk for long periods of time.
- Ability to work and concentrate in a loud and busy environment.
- Must be comfortable working with changes in temperature.
- Must be able to work weekends and holidays.
- Will be required to take a criminal background check and drug screen.

SALARY \$65,000-\$72,000 annually

Please send a resume, cover letter, references, and salary requirements to:
Doreen McClain at dmcclain@exploreandmore.org

Equal Opportunity Employer

Explore and More: The Ralph C. Wilson Jr. Children's Museum is committed to and celebrates a diverse workplace and museum. We are proud to create an inclusive workplace for all employees.