



JOB POSTING

Job Title: Staff Accountant

Status: Part-time

Number of Positions: 1

Classification: Hourly

Reports to: Director of Finance & Administration

Description

Reporting to the Director of Finance & Administration, this position shall provide a primary role in the operations and functions of the Administration Department of the Aquarium, with final authority in such matters remaining with the Executive Director.

The Staff Accountant's primary objective and responsibility is to accurately maintain the general ledger, A/P and A/R functions and ensuring compliance with Generally Accepted Accounting Principles (GAAP).

Essential Responsibilities

- Maintain financial reports, records, and general ledger accounts.
- Prepare journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Maintain documentation for accounts receivable, purchasing, and treasury.
- Perform monthly balance sheet reconciliations.
- Meet processing and reporting deadlines.
- Respond to information requests and assisting with external audit.
- Special projects at the request of the Director of Finance & Administration

Requested Requirements

- Minimum associate's degree, bachelor's degree preferred.
- Minimum 2 years accounting experience.
- Working knowledge of GAAP and non-for-profit.
- Detail oriented.
- Proficiency in Microsoft office specially excel.
- Organized and dependable.
- Must have strong written and verbal communication skills.

To Apply

Please send resume and cover letter to tschafer@aquariumofniagara.org. Be sure to include Staff Accountant in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.