



JOB POSTING

Job Title: Accounting Manager

Status: Full Time

Number of Positions: 1

Classification: Hourly

Reports to: VP of Finance & Administration

Description

Reporting to the VP 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 President/CEO.

The Accounting Manager assists in month-end financial close and related general ledger reconciliations, as well as reconciling external systems to the general ledger.

Essential Responsibilities

- Responsible for direct management of accounts payable and accounts receivable.
- Prepares various journal entries as well as banking entries, maintains proper cut-off, and completes checklists related to month/year end close.
- Assists with the annual budget and participates in department meetings.
- Assists with maintaining the administration department budget and monitoring actual results.
- Prepares monthly balance sheet account reconciliations as assigned.
- Reconciles general ledger revenue accounts to various external systems, including list of donations.
- Distributes monthly department budget to actual comparisons and provides explanations on variances.
- Assists in preparation of client prepared schedules for annual audit engagement, and initiates transfer of that documentation through the auditor portal.
- Books the monthly group events revenues and record the related receipts in the reconciliation spreadsheet.
- Assists with on-boarding new hires and benefits enrollment.

Requested Requirements

- Bachelor's degree in finance, accounting or business-related field.
- 5 years of public accounting experience; non-profit experience preferred.
- Working knowledge of GAAP and non-for-profit standards.
- Detail oriented.
- Advanced knowledge Microsoft office, specially excel.
- Sage software experience, preferred.
- Organized and dependable.
- Must have strong written and verbal communication skills.
- Ability to pass pre-employment background check and drug screen.

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.