



JOB POSTING

Job Title: Staff Accountant

Status: Part-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 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.
- Meet processing and reporting deadlines.
- Respond to information requests and assisting with external audit.
- On boarding of new hires and benefits enrollment.
- Assist with annual audit preparations and investigate and resolve audit findings and account discrepancies.
- Special projects at the request of the VP of Finance & Administration

Requested Requirements

- Associates degree in finance, accounting or business-related field or three years of relevant experience in a zoo/aquarium or non-profit organization.
- 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.
- Preferred: 1 year of public accounting experience.
- Preferred: Sage software experience.

Working Conditions

- Sedentary – Position involves long periods of sitting and lifting no more than 10 pounds at a time.
- Position is based primarily on-site in a shared office/workspace; remote work opportunities are available with VP of Finance & Administration's approval.

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.