



JOB DESCRIPTION

JOB TITLE:	Accounting Clerk/Administrative Assistant	REPORTING TO:	VP of Finance & Administration
DEPARTMENT:	Administration	CLASSIFICATION:	NON EXEMPT

I. Job Summary

Reporting to the VP of Finance & Administration, this position shall provide accounting and administrative support to the institution's administrative department, with final authority in such matters remaining with the VP of Finance & Administration. The Accounting Clerk/Administrative Assistant is responsible for accurately maintaining the general ledger, A/P and A/R functions and ensuring compliance with Generally Accepted Accounting Principles (GAAP).

II. Key Responsibilities

As an Accounting Clerk/Administrative Assistant

- Provide administrative support to the accounting team
- Prepare and process invoices, accounts payable and accounts receivable
- Monitor accounts to ensure payments are up to date
- Process expense reports and reconcile bank statements
- Greet and assist visitors, answer phones, and direct calls
- Manage and coordinate office activities and operations
- Organize and maintain filing systems
- Handle incoming and outgoing mail and emails
- Assist with data entry and other administrative tasks
- Monitor office supplies inventory and order office supplies
- Prepare meeting materials and assist with scheduling meetings
- Assist with event planning and coordination
- Arrange travel and accommodation as needed
- Provide general administrative support to the team
- Special projects at the request of the VP of Finance & Administration.
- Perform other assigned duties or tasks.

The Collection

- Maintain a basic familiarity with the Aquarium's animal collection, and develop an understanding of the importance the collection plays in the fulfillment of the Aquarium's mission
- Posses a general knowledge and be able to identify the location of key exhibits and displays to address inquiries, and enhance guest experience
- Respond to visitor observations and questions about the collection or contact the appropriate animal care staff to answer a question or report a problem.

Regulatory Compliance

- Direct local and federal inspection agencies to the correct area of operation upon arrival to the Aquarium of Niagara.
- Maintain knowledge of trends in the field of educational programming at public aquariums, the community, and at large.
- Utilize empirical knowledge and instructional methods to implement the best practices and procedures as the relate to the educational goals set by the Aquarium of Niagara.

Operations

- Strive at all times to build and maintain a cooperative attitude and working relationship with all departments.

- Provide support and assistance during special events and fundraisers at the Aquarium of Niagara.

Building

- Seek efficiency and cost savings in these areas without compromising presentation or customer service.
- Immediately report any conditions or situations that may impact guest experience to the appropriate department for their attention.

Safety

- Possess knowledge of prudent safety procedures and policies at the Aquarium of Niagara
- Be aware of the use and location of personal protective and emergency equipment

Volunteers and Student Interns

- Responsible to recognize and treat volunteers and interns as unpaid staff
- Commit to providing them with a beneficial and positive learning experience

The Public/Customer Service

- Remain acutely aware of the presence of needs of guests of the Aquarium of Niagara at all times
- Maintain a friendly, courteous and helpful attitude towards visitors

III. Qualifications

- Associates degree in finance, accounting, or business-related field, or in lieu of a degree, a combined minimum of 2 years' related coursework and/or work experience is required.
- Experience in a non-profit organization or zoo/aquarium advantageous
- Working knowledge of GAAP and non-for-profit desired.
- Detail oriented.
- Proficiency in Microsoft office, especially excel.
- Organized and dependable.
- Must have strong written and verbal communication skills.
- Preferred: Sage Intacct 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.

I have received a copy of this job description and have discussed its content with my supervisor. I understand and agree to abide by all responsibilities and duties of this position and understand that I may be required to perform other assigned duties or tasks by my supervisor.

SIGNATURE

DATE

Updated March 6, 2023