

Please send cover letter & resume to: executivedirector@flbm.org

Position: Part-time Accountant
Schedule: Part-time, up to 20 hours/week
Supervisor: Executive Director
FLSA Status: Non-Exempt
Date Open: April 8 (cover letter & resume due by May 13, 2022)

JOB DESCRIPTION

The Finger Lakes Boating Museum, located in Hammondsport, is looking for an organized, efficient Part-Time Accountant with an eye for detail and high level of accuracy. The candidate can expect to handle communications with vendors, customers, and internal staff and volunteers. The candidate should be professional and courteous with strong computer skills and have proficiency in accounting and financial principles.

To succeed as a Part-Time Accountant, the candidate should be a skilled multi-tasker with excellent time management, computer, and communication skills. Candidates should understand and abide by all accounting procedures and principles and have a commitment to behaving ethically in the workplace. Due to the sensitivity of financial information, a background check will be performed.

JOB RESPONSIBILITIES

- Oversee accounting system to ensure all entries are posted to correct general ledger accounts.
- Approve vendor payments through on-line cash management.
- Identify restricted donations so that funds can be managed according to donor instructions.
- Perform payroll functions in an accurate and timely manner.
- Research and resolve discrepancies in a timely fashion.
- Prepare and file annual state sales tax return.
- Maintain all financial records in an organized, logical manner.
- Reconcile monthly bank and credit card statements and present to the Treasurer.
- Assist with preparation of financial and statistical statements and reports.
- Maintain confidentiality of all financial data.
- Assist Treasurer in completing year end functions to close the books.
- Provide Treasurer with financial reports required for bimonthly Board Meetings.

QUALIFICATIONS

- Minimum Associates Degree in Accounting or equivalent.
- 3-5 Years' experience working in Accounting/Finance.
- High level of accuracy and efficiency. Attention to detail.
- Ethical behavior when dealing with sensitive information.
- Computer literacy including QuickBooks, Microsoft Windows, Word and Excel. Knowledge of database systems a plus.
- Willingness to comply with all company, local, state and federal financial regulations.