

Accountant

Exempt, Full-time

Location: 929 E. Wisconsin Ave, Milwaukee, WI 53202

Reports to: Director of Finance and Administration



Our Mission:

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

Position Summary:

The Betty Brinn Children's Museum (BBCM) seeks an Accountant to complete the full cycle accounts payable, general ledger maintenance, day to day business transaction for the organization and assist in month and year end closing process, applying the General Accepted Accounting Principles (GAAP) in all methods.

Basic Requirements:

All BBCM staff, volunteers and interns who work onsite are required to provide proof of full vaccination against COVID-19 by their hire date unless a reasonable accommodation is approved.

Duties and Responsibilities:

- Assist the Director of Finance and Administration with the day-to-day, monthly and year-end operations of the Accounting/Finance function.
- Reconcile daily cash receipts and deposits and ensure cash drawers are prepared for every business day.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures. Maintain current W9s, vendor files and 1099 prep.
- Manage the processing of cash receipts, recording revenue and receivable work closely with the Development, Membership, Education, and Exhibits teams to ensure that revenues and receivables in Sage are reconciled every month.
- Review expense coding to ensure budget and grant compliance.
- Monthly journal entries and ledger maintenance.
- Assist with the annual independent audit.
- Perform general account analysis and reconciliations, including accruals, prepaid expenses, inventory, and fixed assets.
- Assist in the preparation of financial reports such as financial statements, budget performance and interim grant financial reporting, as needed.
- Monitor and collect data to assess accuracy and integrity, analyze data, ensure compliance with applicable standard (i.e. GAAP, FASB), rules, regulations and systems of internal control, interpret and evaluate results, prepare documentation, create financial reports and or presentations.

Qualifications:

- Must have a degree in Accounting or Finance. Bachelor's degree preferred.
- At least 2 years solid non-profit accounting and 5+ years cumulative relevant experience (accounting/operations)

Skills and Abilities:

- Excellent analytical and problem-solving skills
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast paced and dynamic work environment.
- Be able to demonstrate attention to detail and excellent record keeping.
- Ability to work independent of direct supervision and as a member of a team.
- Proficient in Microsoft Office, Google Suite, and Sage.
- Team player and be able to collaborate with all other departments in the Museum.
- High level of interpersonal skills with demonstrated poise, act and diplomacy.
- Demonstrate a proficient level of professional skill and knowledge in accounting and keep current with development, trends and changing nonprofit accounting rules.
- Excellent communications skills, written and verbal, with the ability to communicate with all levels of staff and board members.

Salary and Benefits:

\$50,000 to \$55,000

BBCM offers a generous benefits package, including but not limited to the following:

- Three weeks of PTO
- Separate Sick Time
- Medical Insurance (BBCM pays 80% of cost)
- Vision and Dental insurance eligibility
- HSA with employer contributions
- Employer paid plans for Life and Accidental Death and Dismemberment Insurance & Long Term Disability
- 401k

To Apply:

Please send your resume and cover letter to hr@bbcmkids.org

Betty Brinn Children's Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.