

Job Description

Title: Accountant

Division: Finance

Position Reports to: Controller

Date Revised: September 2019

I. General Summary

The Accountant is responsible for assisting with all accounting functions within the organization, including, but not limited to: accounting for the corporation's revenue and expenditures, audit and review of financial information in the accounting system, and a resource for accounting information to Museum staff.

II. Principle Duties and Responsibilities:

- Responsible for accurate recording of all organizational revenue and expenditures.
 - Responsible for the accounts payable of the Museum.
 - Record and reconcile accrued liabilities, including, deferred income and grant tracking.
 - Check drafting as required.
 - Prepare and review monthly reconciliations.
 - Responsible for all month end closing entries.
 - Responsible for biweekly payroll.
 - Calculate monthly sales and use tax.
 - Backup count team member, as needed.
 - Provides training as needed for accounting clerk position in coordination with Controller.
 - Active involvement with year-end audit and limited scope review.
 - Knowledge of North Dakota gaming laws and regulations.
 - Some local travel to gaming sites required.
 - Primary backup for Controller.
 - Perform other duties as assigned.
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III. Background

Supervision – This position has no supervisory responsibility.

Confidentiality – This position requires a working knowledge of the financial aspects of the Museum and its operations. There will always be information that is sensitive to donors and members regarding their relationship with the Museum. All payroll information is confidential.

Mental Application – The position requires an extensive knowledge of generally accepted accounting principles and their relationship to operations of the Museum. A good understanding of internal controls and gaming is required.

Responsibilities – This position is responsible for the accounting of the corporation's revenue and expenditures, including maintaining, all pertinent records, the general and subsidiary ledgers, and related financials.

Contact: Internal and External – This position requires internal contact with all Museum divisions. The external contacts include vendors and the public.

Magnitude and Scope – This position involves an understanding of policies, procedures, and state and federal laws and regulations.

IV. Conditions and Equipment

Working Conditions – This position is performed primarily at the Museum, with some work at gaming sites. All sites are non-smoking facilities. This position will require travel to the organizations site locations and banks facilities using an employee vehicle.

Equipment Operations – Must be able to use basic office equipment, including; a computer, printer, fax machine, copier, adding machine/calculator and telephone.

V. Specifications

Education – This position requires a minimum of a Bachelor degree in Accounting or Finance.

Experience – Two years of accounting experience is preferred. This position should have an excellent understating of generally accepted accounting principles and internal controls. Knowledge of North Dakota gaming regulations is a plus. Knowledge of Microsoft Dynamics is a plus.

Abilities – Must have knowledge of basic double entry accounting system and reconciliations, in addition to knowledge of spreadsheet and word processing applications. Ten-key skills required. The ability to follow instructions accurately is required. Must have good written and verbal communication skills.

VI. Essential Functions

- Must be able to sit at a desk for extended periods and have finger dexterity to operate office equipment.
- Must possess ability to read and write in order to complete required paperwork.
- Must be able to communicate effectively and clearly in person and on the telephone.
- Must exhibit well-paced mobility to visit various locations of the organization, in keeping with the daily demands of the position.
- Must be able to work individually, as well as part of a team.
- Must be able to perform multiple tasks concurrently.

Employee's Signature

Date