

ACCOUNTANT/BOOKKEEPER

DEPARTMENT: External Affairs

SUPERVISOR: Director of Finance and Administration

STATUS: Part Time

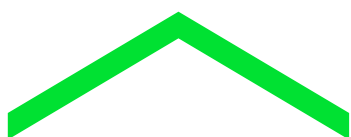
Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

SCOPE:

Responsible for accurate and timely accounting/bookkeeping functions including A/R and A/P, payroll processing, investment tracking, GL journal entries, annual audit preparation and financial reporting.

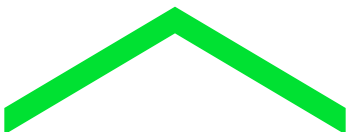
RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- **Accounts Payable:** process incoming invoices; prepare checks for approval and signature and mail out. Execute wire transfers as needed. Pay quarterly CT



sales tax. Monitor operating account level to ensure adequate funds balance to support AP processing and all related cash flow management needs.

- **Accounts Receivable: process bank deposits; coordinate with External Affairs to ensure proper categorization of revenue streams.**
- **Payroll: process semi-monthly payroll; prepare for annual updates including salary, flex spending accounts and health care insurance expenses. Keep payroll records and ensure quarterly and annual filing of payroll tax reports to Federal and State agencies (forms 5500-SF, 8955-SSA, 1099s).**
- **Investments: Gather and maintain account statements. Prepare journal entries for investment activity transactions and track asset valuations via spreadsheets. Liaise with outside investment portfolio manager as needed. Participate in Investment Committee meetings. Prepare reports for Investment Committee and Board of Directors as needed.**
- **Participate in meetings with Senior Staff and External Affairs personnel to ensure proper fiscal oversight of new and ongoing business initiatives. Prepare revenue and expense reports from Financial Edge as requested by other departments.**
- **Coordinate and participate in annual audit with outside auditing firm (share with Director of Finance and Administration).**
- **Prepare monthly Visa reconciliation to ensure proper assignment of expenses by department and project.**
- **Prepare and send tax exempt forms as needed (CERT 123 etc.).**
- **Postage: prepare monthly postage report to ensure proper assignment of usage by department.**
- **Prepare periodic A/R and petty cash reconciliations.**



- **Provide assistance to Director of Finance and Administration in order to support proper accounting, financial reporting and internal operations as needed.**

Candidates must have:

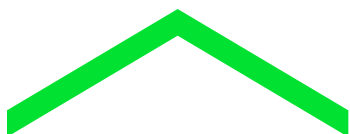
- **A minimum of 5 years of experience in accounting and bookkeeping**
- **Strong analytic and organizational skills, and attention to accuracy and detail**
- **Professional, friendly demeanor and collaborative approach to working with staff and outside vendors**
- **Proficiency in Financial Edge (or Quick Books), Excel, and Paychex (or comparable payroll system)**
- **Ability to remain flexible and focused in a dynamic work environment and prioritize deadlines effectively**

Bachelor's Degree and minimum of two years related experience. The candidate must be proficient in Raiser's Edge and Microsoft Office. Experience with non-profit fundraising is a plus.

Application Process:

Please send a cover letter and resume to: jobs@aldrichart.org, with the subject line "Accountant." Qualified candidates will be contacted. No phone calls, please.

**The Aldrich Contemporary Art Museum
Non-Discrimination Policy**



The Aldrich Contemporary Art Museum is committed to:

- **The goal of achieving equal opportunity for all.**
- **Providing an inclusive and welcoming environment for all members of the community.**
- **Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.**
- **Providing a workplace free from harassment of all kinds.**
- **Compliance with all federal and state legislation and regulations regarding non-discrimination.**

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.

