



POSITION DESCRIPTION

Title: Senior Staff Accountant

Reports To: Finance Director

FLSA Classification: Exempt

Approved By: Executive Director, Finance Director, and HR/Payroll Administrator

Effective Date: March 2017

POSITION SUMMARY

Under the direction of the Finance Director the Senior Staff Accountant position maintains the daily operations of the Finance function to track the current and potential financial health of the Evergreen Aviation & Space Museum (EASM). This position requires an effective communicator who can interact with employees from all levels and functions of the organization as well as external customers, vendors, stakeholders, and EASM's Board of Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Compiles and creates the EASM annual organizational budget; works with all contributors to make calculated decisions to achieve maximum opportunity potential for EASM.
- Enables the Finance Director to track all financial income, assets, and expenditures per generally accepted accounting principles (GAAP); analyzes and reports financial health of EASM to its senior management, the Executive Director, and Board of Directors on a monthly, quarterly, or annual basis.
- Prepares monthly, quarterly, and other required reporting for Board of Directors.
- Conducts variance analysis reports compared to budget and/or prior year.
- Manages general ledger (GL) for timeliness and accuracy.
- Provides financial reports to senior management when needed.
- Prepares end-of-year reconciliations for annual financial audit; works closely with external auditors.
- Offers accurate technical financial advice and knowledge to staff at all levels in the organization.
- Ensures compliance with all federal, state, and local financial and accounting laws and regulations through training and establishing clear internal processes and procedures.
- Provides financial insights and recommendations of issues or concerns currently or potentially affecting the organization.
- Manages flow of financial information through point-of-sales database (SiriusWare) into the general ledger system (Financial Edge); reconciles and corrects any anomalies for proper financial reporting.
- Interacts frequently with other Finance staff to ensure reliability and accuracy of information.
- Optimizes the handling of bank deposits, initiates appropriate strategies to enhance cash position, and responsible for monthly bank reconciliations.
- Performs other duties as assigned by the Finance Director.

QUALIFICATIONS

- A Bachelor's degree in Finance, Accounting, Business Administration, Management, or a related field is required; a Master's degree in a related field is preferred.
- Requires three (3) years of progressive financial or accounting experience.
- A current Certified Public Accountant (CPA) certification is desired.
- Experience in nonprofit financial and accounting practices is advantageous.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Great customer service focus in interacting with anyone during the course of performing in the position.
- Proven ability to recognize red flags on projects or situations and communicate concerns to Senior Management and/or Board of Directors in a timely manner to ensure corrective measures are taken as needed.
- Solid knowledge of financial and accounting laws, regulations, and principles, including, but not limited to: GAAP, Financial Accounting Standards Boards (FASB), Security and Exchange Commission (SEC), etc.
- Strong project management experience, including time management, coordination, and organizational skills.
- Proven ability to create and operate within a formal budget and make smart financial decisions for an entire organization.
- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Demonstrates high-level of confidentiality and trustworthiness in exposure to financial data of the organization and its prior, current, or prospective customers and vendors.
- Good visionary abilities to meet strategic plan of the department and/or organization.
- Strong analytical thought process, including problem solving and decision-making skills and abilities.
- Good interpersonal and communication skills, in writing and orally across various media.
- Experience in performing with cross-functional teams.
- Computer-proficiency skills and abilities, including financial (Financial Edge) and point-of-sales (SiriusWare) databases and other related programs and applications as well as Microsoft Outlook, Word, Excel, and PowerPoint.

PHYSICAL DEMANDS

- Constantly works on a computer, including reading/viewing from a monitor
- Constantly uses hands for grasping and holding objects that are necessary for performing in your position (for example: mouse, phone, pen/pencil for writing, files, clipboard, etc.)
- Often performs tasks stationary and/or seated at an office desk or workstation
- Sometimes performs physical activity that requires climbing and/or twisting
- Sometimes performs physical activity that requires bending, stooping, reaching, and kneeling
- Sometimes performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 50 pounds in place or across a distance with or without supportive devices
- Rarely performs physical activity that requires pushing, pulling, lifting, and/or carrying 50 pounds or more in place or across a distance with or without supportive devices
- Sometimes drives or travels by car and rarely travels out-of-area or overnight
- Ability to work a variable schedule with moderate amounts of overtime as seasonally required

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.