



Job Title: Accounting/Payroll Assistant

Reports to: VP of Finance

Status: Part-time: \$15.00 – 17.00 per hour, 25 hrs/wk

Position Summary: This position is an integral member of the Finance team and assists in all of the Finance team operation for overall departmental goal achievement. This position is responsible for the posting daily deposit in the accounting system and the process of Bi-weekly payroll for the Museum.

*Primary Duties & Responsibilities: **Financial Accounting***

- Provide financial support for VP of Finance.
- Maintain timely transaction processing during the month to complete the month end close by the 4th working day of the following month.
- Review General Ledger posting activity to ensure accurate reporting on financial statements.
- Review Accounts Receivable, Accounts Payable and daily deposit processing by General Accountant.
- Reconcile and file monthly Sales Tax Payable to the State of NC.
- Approve and reconcile petty cash transactions.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as required by management.
- Assist with Budget entry into the financial system.

*Primary Duties & Responsibilities: **Human Resource Administration***

- Process Bi-Weekly payroll for the Museum.
- Assist VP of Finance with the administration of insurance and benefit plans.
- Insures timely payments of all employee withholdings to proper authorities.
- Assist employees with the completion of tax forms and obtains proper forms of ID.
- Prepares new employee personnel files and maintain human resource databases, computer systems and manual filing systems.

Additional Responsibilities:

- Attend all major fundraising events. Oversee revenue collection. Provide administration and oversight of financial aspects of all special event functions, including maintaining cash boxes and process for intake and receipt of funds.

Required Education, Skills, Knowledge, Abilities:

- Ability to work independently in cooperation with other Museum departments.
- Ability to work in a team setting where a high degree of daily communication is required.
- Excellent verbal and written communication skills. Ability to maintain confidentiality and handle sensitive information.
- Rigorous attention to detail.
- Proficiency with Microsoft Office applications: Intermediate to Advanced Excel skills.
- Must be available to work days, evenings, weekends and holidays as needed.
- Associate degree required in Accounting.
- Knowledge of Accounting principles for a non-profit and knowledge of Financial Edge or comparable fundraising software a plus.
- 3 to 5 years of experience in an office setting; Accounting and payroll experience in a non-profit environment a plus.

Essential Physical Functions:

On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 50 pounds or sitting on the floor.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit your resume and a museum application to Tamara Stafford, VP of Operations, mmorgan@kaleideum.org.