

The Buffalo Society of Natural Sciences (Museum of Science and Tifft Nature Preserve) is looking for a full-time **Senior Accountant** who will work under the supervision of the Vice President of Finance & Administration and be responsible for maintenance of the general ledger, execution of the budget, and annual audit administration.

This position requires a thorough knowledge of all aspects of the Museum's business office functions, museum department work processes, and works with a minimum amount of supervision. This position acts as a trusted resource to leadership, and acts with total discretion and professionalism at all times. This position also requires a thorough knowledge and understanding of Blackbaud's Altru donor and contributions module for the recording of detailed revenue transactions from Altru into Financial Edge revenue chart of accounts and monthly reconciliation.

The successful candidate will be paid in the range of \$60-65,000/year, and will receive excellent benefits including paid time off, health insurance, 401K with company match, paid holidays and more. This position requires in-office work and will not be eligible for a remote working arrangement.

### **Essential Duties and Responsibilities:**

#### General Accounting

- Maintains the Society's General ledger including preparation and/or review of monthly journal entries and all supporting schedules. Reconciles and reviews all accounts for accuracy, before presenting to Vice President of Finance & Administration for approval.
- Produce timely monthly financial statements and provides explanations of variances to budget
- Responsible for importing Altru revenue receipts into Financial Edge enterprise reporting system and ensuring accounting accuracy to comply with GAAP.
- Analyzes revenues and expenses to ensure they are recorded appropriately on a monthly basis.
- Perform various account reconciliations and works to resolve any discrepancies.
- Investigates and analyzes all department general ledger inquiries.
- Confirm, verify and manage weekly cash deposit along with the daily check deposit.
- Responsible for reconciling all bank accounts and agree to general ledger balances.
- Responsible for generating reports as required for grants pre-award and post award.
- Prepare and file Sales and Use tax payments and reporting related to retail sales.
- Maintain the Society's fixed asset records in Financial Edge.
- Takes the lead in annual financial audit preparation process, including mid-year audit review.
- Works with Vice President of Finance & Administration to prepare and administer annual budget.
- Assist Vice President of Finance & Administration with special projects as needed.
- Regular attendance is an essential function of this position.

#### Payroll Administration

- Responsible for preparation of payroll, assures employee payroll process, and responsible for administration of associated payments and reporting.
- Respond to employee's payroll and benefits based questions as requested.
- Setup and train new employees on the timesheet system.
- Oversight of Paychex information and reporting to ensure compliance with labor laws.

#### HR and Benefits Administration

- Orient new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Process employee enrollments and terminations as required.

- Prepare and maintain related benefits records and reports.
- Complete and maintain all onboarding paperwork.
- Perform file audits to ensure that all required employee documentation is collected and maintained.
- Administer Paid Time Off, Short Term Disability and leave of absence programs.

**Education, Experience, Skills, and Qualities Required:**

- Bachelor’s Degree in Accounting or Finance, Master’s Degree or CPA preferred.
- Minimum of 5 years of experience in accounting.
- Demonstrated proficiency with Microsoft Office and advanced skills in Excel and accounting databases required. Proficient in Altru accounting software (preferred).
- Commitment to maintaining highest standards of integrity and professional conduct.
- Must have knowledge of non-profit tax-exempt accounting procedures.
- Strong analytical, organizational and project management skills, with outstanding attention to detail.
- Excellent written and verbal communication skills, with the ability to engage and work closely with colleagues, vendors and contractors.
- Ability to multi-task and work effectively in a fast-paced team environment.

**Physical Demands:**

- Must be able to sit for extended periods of time at a computer.
- Must be able to read and understand printed material in English.
- Must be able to hear and converse with people in English inside and outside the organization either in person or on the telephone routinely on a daily basis.

**Culture and Values**

The Society’s culture is one of collaboration, collegiality, and teamwork. The Executive Office Administrator must have a desire to work in a mission-first and audience-centered culture following the Society’s core values of service, curiosity, collaboration, integrity, and inclusivity. The Executive Office and Administrator must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

**Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.