

The Strong is searching for two new members to add to its finance team- an **Accounting Clerk** and a **Finance Project Manager**. Descriptions and qualifications for the positions are found below and may be viewed online at www.museumofplay.org/about/employment. Interested, qualified candidates may utilize this link to complete the application profile as well.

Accounting Clerk

Duties:

- Responsible for the overall accounts payable process, including managing daily receipt and clerical review of invoices, obtaining approvals and proper general ledger codes, and entering accounts payable transactions.
- Classify, record, and summarize numerical and financial data to compile and keep financial records in computer spreadsheets and databases, using accounting software.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Manage the weekly check run, including check, ACH, and credit card payments.
- Perform monthly accounts payable close, including ensuring proper cutoff and assisting with accrual journal entries and related reconciliations.
- Process purchase orders.
- Manage vendor relationships, including, but not limited to, reconciling vendor statements, processing credit card applications for new vendor requests, contacting vendors to establish favorable payment terms and/or discounts, managing W-9 forms, and preparing annual 1099 submissions.
- Perform bank reconciliations and follow-up on outstanding accounts payable checks that have not cleared the bank.
- Maintain balance sheet reconciliations, as assigned.
- Prepare reconciliations and supporting documents as needed for grant reporting and annual financial audits.
- Aid in the management of contracts, COI's and documentation requires by the procurement policy.
- Comply with federal, state, and institutional policies, procedures, and regulations.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Serve as back up to the cash receipts clerk.

Minimum Qualifications:

- The candidate may have any combination of education and experience but should possess the required skills and knowledge for successful performance. Our general minimum requirements are:
- Associate degree in accounting or business, or equivalent experience; bachelor's degree a plus
- Working knowledge of accounting principles and practices and the analysis and reporting of financial data.
- Working knowledge of accounting software and administrative and clerical procedures and systems, such as word processing, managing files and records, and preparing reports.
- Ability to process and handle confidential information with discretion and to handle difficult and stressful situations with professional composure

- Ability to remain highly organized and pay close attention to each detail to ensure all financial records and transactions contain appropriate and accurate information and that all procedures are properly executed.
- Ability to maintain effective interpersonal relationships through the use of strong skills in active listening, conflict management, cooperation, facilitation, negotiation, and being open to receiving feedback.
- Ability to communicate effectively in both oral and written form using the English language.

Finance Project Manager

The finance team at The Strong is looking for a Project Manager to support accounting of the museum's 90,000 sq ft expansion project. This is a full-time contract position that is expected to be needed through Q3 2023. Candidates must commit to being available during this entire time period.

Duties:

- Maintain the project financial model and draw schedule.
- Track the construction contract costs, change orders and monthly billing.
- Prepare monthly draws for various funding agencies.
- Prepare grant requisition submissions, compiling all supporting documentation.
- Work with members of the exhibits, IT, and facilities to ensure they are following the museum procurement procedures regarding obtaining the proper number of bids and securing contracts with all significant vendors.
- Work with members of the exhibits and facilities teams to ensure that current certificates of insurance are on file for vendors associated with the expansion.
- Serve as the liaison between the Institutional Advancement and Finance teams specifically regarding restricted donations and grants directly related to the project.
- Obtain approval and code all project invoices.
- Responsible for recording CIP and fixed asset tracking for the project.
- Process all accounts payable related to the construction project, including payment to vendors.
- Prepare project reports for senior management and board committees, as needed.
- Provide support as needed to Adventure Place Development.
- Provide support to the finance team as needed.

Minimum Qualifications:

- Team player, detail oriented, organized, proactive, self-motivated with a sense of urgency.
- Strong problem-solving skills.
- Highest level of integrity.
- Proven ability to multi-task and strong project management skills.
- Excellent written and verbal communication skills.
- Experience with general ledger and accounts payable functions.
- Advanced Proficiency with MS Excel
- Proficiency with MS PPT
- 4+ years of progressive experience in the field of Accounting
- Bachelor's Degree in Accounting
- CPA is a plus (not required)

