Position Title: Accounts Payable Specialist
Department: Finance
Location: Santa Fe, NM
Pay Range: $20-24/Hour
Hours: Full Time, Non-Exempt

Position Summary

The Georgia O’Keeffe Museum in Santa Fe, NM is seeking a Full Time, Accounts Payables Specialist to join the Finance Team! The ideal candidate must have a solid understanding of basic bookkeeping and accounts payable principles, with strong analytical and problem-solving skills. You should be highly organized and detail-oriented and possess the ability to effectively work both independently or in a team setting.

*COVID-19 considerations:
All visitors and employees are required to wear a mask at all times and maintain social distancing of 6 feet or more. All staff complete COVID safe practices training through NM Safe Certified. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to
• Prepares, records, and processes accounts payable and cash disbursements.
• Researches processing problems, contacts departments and vendors to resolve problems and expedite payment, and responds to inquiries by telephone or in writing.
• Assists in preparing, recording and processing accounts receivable and cash receipts.
• Prepares checks received in the mail for deposit.
• Assists in performing monthly bank reconciliations.
• Assists in departmental meeting preparation, including packets, correspondence and files.
• Performs general office management tasks, including but not limited to, tracking and ordering supplies, filing, assembling and mailing Committee packets, shredding and assisting with the maintenance of office equipment
• Assists in posting accounts to the General Ledger for: Cash Receipts, Accounts Payable, Cash Disbursements, Accounts Receivable, Petty Cash and Payroll
• Reviews open invoice reports, follows up with a schedule of payments or adjustments.
• Assists in documenting purchase of fixed assets.
• Assists with year-end financial audit.
• Maintains required records, reports and files in an organized manner.
• Performs additional duties, either incidental or implied, consistent with the employee’s background or training which may be reasonably delegated as being in the best interest of the Museum.
**Background and Qualifications**

- High School Diploma required.
- Associates Degree in accounting preferred.
- Three to five years’ experience in an accounting role directly responsible for duties and responsibilities listed above preferred.

**Skills and Abilities**

- Must have working knowledge of accounting processes and basic knowledge of accounting principles to include: AP and AR, bank reconciliations and cash receipts.
- Experience with office administration preferred.
- Must have excellent written and oral communication skills and the ability to deal tactfully with staff.
- Must be able to work both independently and as part of a team.
- Must have high level of organization and attention to detail.
- Must have the ability to prioritize and multitask.
- This position requires a high level of confidentiality.
- Must be computer literate with knowledge of various word processing, spreadsheet and accounting software packages.
- Experience with computerized accounting systems required
  Blackbaud (Financial Edge, Raiser’s Edge, Counterpoint) system desirable
  Strong knowledge of Microsoft Office, particularly Excel, Word & Outlook

**Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

*To be considered, please send your resume to:*

Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.