



Position Title: Sr. Accountant
Department: Finance
Location: Georgia O'Keeffe Museum, Santa Fe, NM
Pay: \$75,000 - \$80,000
Hours: Full-Time, Exempt

Position Summary

Reporting to the Chief Financial Officer, the Senior Accountant is responsible for recording accounting information into the general ledger, preparing account analyses and reconciliations as assigned and assisting in the monthly closing process.

In addition, the Senior Accountant provides support and documentation during the external year-end audit and interim fieldwork. The Senior Accountant is the backup for the Accounts Payable functions.

Responsibilities include but not limited to

Essential Functions

- Maintain schedules for investments, fixed assets, inventory, work in process, and others as needed.
- Prepare monthly bank reconciliations.
- Reconciliation of non-cash balance sheet accounts.
- Provide reports or maintain schedules for various grants or other programs as required.
- Assists in preparing Journal Entries for posting in the General Ledger
- Assists with Payroll and Payroll Journal Entries.
- Assist Accounting Manager with interim and year end audit process by providing schedules and support to outside auditors.

Departmental Support

- Assists in departmental meeting preparation, including packets, correspondence, lists and files.
- Work with Accounting Manager to review and improve department's operations and systems
- Prepares Ad-hoc reporting, as needed for internal and external stakeholders

Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- 3- 5 Years Accounting Experience, in similar role; Required
- BA or BS in Accounting; Required
- CPA; Preferred

Skills and Abilities

- Current knowledge of Generally Accepted Accounting Principles (GAAP).
- Proven ability to apply broad conceptual judgment and initiative to deal with complex accounting issues.
- Thorough knowledge of financial and Internal Revenue Service regulations.
- Highly organized, attentive to details, valuing accuracy and driven to make continual improvements. Eager to troubleshoot challenges and find solutions to issues that improve communication and efficiency.
- Anticipate needs, think critically, and offer solutions to problems with a high level of professionalism, confidentiality, and discretion in handling sensitive information.
- Excellent communication skills, high emotional intelligence, and great interpersonal skills.
- A positive, upbeat, friendly, and respectful attitude towards co-workers, and trustees. Tactful and diplomatic in working with others.
- Prioritize tasks, gracefully handle routine interruptions, and adjust workflows accordingly demonstrating excellent time management skills.
- Work as part of a team, as well as to take initiative and work independently as needed.
- Advanced proficiency with technology, including common office applications (Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook; Acrobat).
- Familiarity with task management and communications applications and online tools (Wrike, Slack, Zoom) and comfortable adopting new tools and technologies.
- Familiarity with non-profit tools such as Altru, Blackbaud Financial Edge NXT ideal.

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.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.