



General Ledger Accountant

Department: Finance

Status: Part Time, nonexempt (up to 30 hrs. a week)
Schedule: negotiable
Pay: \$25-28/hour
Reports to: Director of Finance and Operations

MISSION OF PORTLAND CHILDREN'S MUSEUM

To develop innovative problem-solvers through playful learning experiences that strengthen relationships between children and their world.

POSITION SUMMARY

The Accountant is responsible for the daily financial operation of the organization. This position will provide the daily operational supervision for the organization's financial management including cash management, payroll and general ledger maintenance. This position provides key support to the Director of Finance and Operations and supervises the Accounting Assistant.

RESPONSIBILITIES AND DUTIES

Maintain the General Ledger

- Maintain the general ledger to comply with professional accounting standards and fiscal policies established by the Board of Directors
- Prepare cash reconciliation and reconcile to the general ledger
- Reconcile subsidiary ledgers to the general ledger
- Manages restricted funds as required by the funder
- Review and post journal entries including monthly recurring entries for deferred revenue, accrued summer payroll expense and depreciation
- Reconcile clearing accounts and due-to-from accounts
- Post fiscal year-end journal entries and create audit schedules as requested
- Post payroll and related expenses
- Enter annual budget into Great Plains
- Provide historical information as requested

Payroll and Benefits

- Process payroll
- Process payroll deductions to be paid for garnishments, PERS, HRA, and retirement; submitting reports as needed.
- Process benefits invoices for payment
- Review and approve ACA form 1095C.

Reporting (5%)

- Generate and file form 1099's
- Generate monthly budget to actual reports and distribute to budget managers
- Provide fiscal information for grant reporting

Other Duties

- Provide audit support to the Director
- Provide budget creation support to budget managers and the Director
- Supervision of the Accounting Assistant
- Other duties as assigned

QUALIFICATIONS**Skills**

- Degree in Business with an emphasis in accounting and 3-5 years of experience or 5-8 years of experience with progressive responsibility in an organization with a \$4-5 million budget
- Experience in non-for-profit accounting preferred
- Proficiency with accounting software (Great Plains preferred), spreadsheets, report writing and data entry

Competencies

- Ability to assess and implement opportunities for improvement in the Accounting Department
- Demonstrated analytical and organization skills with attention to detail
- Able to meet deadlines
- Able to work both independently and in a cross-functional team

WORKING CONDITIONS

- Must have flexibility to accommodate times of high demand, i.e. audit, start of school
- Ability to sit or stand at a computer with repetitive motion for long periods of time
- Willingness to comply with the organization's policies outlined in the Employee Handbook
- Because we work with children, must pass a background check prior to employment

Job Classification Criteria

- Decision making based on protocol
- Supervises, hires and trains
- Independent needing minimal supervision
- 3 to 12-month planning horizon
- Degree or 5-8 years of experience required
- Job tasks are technical
- Departmental budget responsibility
- Cross coordinates activities
- Interacts with external stakeholders
- Strategic plan as a team

ORGANIZATION OVERVIEW

Portland Children's Museum consists of three aligned entities: (1) the Museum, where exhibits and programs serve the public both on- and off-site, (2) Opal School, a fee-based preschool and K-5 public charter school, and (3) Professional Development, which documents and disseminates fresh approaches to education and provides professional development for educators. In this description, Museum, School, and Professional Development refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole. In 2021, the organization will become the Center for Playful Learning.

Our Commitment to Diversity and Inclusion

At Portland Children's Museum, we welcome and respect all families and all colleagues. We believe every human is curious, creative, and capable, with unique gifts and abilities that the world needs. We value our differences; however they may be expressed, and we know that diversity is essential to building a vibrant learning community.

Our organization takes a stance on challenging racial injustice and social intolerance in order to strengthen our democracy. We aim to create an inclusive environment by attracting, advancing, and retaining a diverse board of directors, workforce, and volunteer team. Currently 44% of Portland Public School students are black, indigenous, and people of color, and we strive to have our organization and outreach efforts reflect the diversity of our community.

To apply, please send a cover letter, resume and three professional references to resumes@portlandcm.org with Accountant in the subject line. No phone calls please.