

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Part-time Staff Accountant

Reports To: Director of Finance
Fair Labor Standard Act Status: Non-Exempt/Part-time hourly
Department: Finance

POSITION SUMMARY

The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-feet of building space, including the renovated historic 1930 library building and the newly constructed Jack Guenther Pavilion, along with the McNutt Sculpture Garden and premiere San Antonio River Walk frontage.

The Part-time Staff Accountant position facilitates the smooth functionality of the Finance department while adhering to regulatory requirements and internal policies and procedures. Responsibilities will include, but are not limited to, accounts payable and accounts receivable tasks and other project-based job duties as needed.

ESSENTIAL FUNCTIONS

- Assist in invoice processing, weekly check run and other accounts payable duties.
- Assist in contract processing, creating invoices and other accounts receivable duties.
- Perform bank reconciliations and other balance sheet account reconciliations.
- Prepare journal entries for assigned internal projects.
- Support maintenance of accurate fixed asset records.
- Assist in preparation of reports required for city, corporate and foundational grants.
- Perform cross-departmental reconciliations.
- Ensure a complete and accurate month-end close process within established company deadlines.
- Ensure compliance with accounting policies and assist in chart of accounts and project maintenance.
- Handle confidential information with discretion.
- Performs other duties as assigned.

REQUIREMENTS AND SKILLS

- Bachelor's degree in accounting.
- Proficient in Microsoft Excel.
- Non-Profit accounting software knowledge – Sage Intacct preferred.
- Knowledge of GAAP and fund accounting, applicable to non-profit organizations.
- Ability to read and analyze financial information.
- High degree of accuracy and attention to detail.
- Must be able to work independently with minimal supervision.
- Ability to move from task to task, prioritize and multi-task.
- Exceptional organizational and analytical skills.
- Valid driver's license.

WORKING CONDITIONS

We provide paid training. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds, push and pull up to 40 pounds with the assistance of a cart. Evening, weekend and holiday work may be required.

Interested parties can send a cover letter and resume using any one of these methods:

Email to: info@briscoemuseum.org

Subject: Part-time Staff Accountant

or to Fax Number: (210) 299-4118