Historical Society of Pennsylvania

Job Posting

Title: Staff Accountant                      Date: 08/10/21
Division: Finance Department                Supervisor: Chief Financial Officer

Summary of Position: The Staff Accountant position will support the Chief Financial Officer in performing general ledger bookkeeping, accounts payable, cash receipts, and other monthly accounting functions.

Primary Duties Responsibilities:
Operations Accounting:
- Process checks and cash as received and prepare bank deposits
- Enter cash receipts in accounting system
- Enter A/P invoices and credit card expenses, maintain vendor file
- Print and mail A/P payment checks
- Process biweekly payroll and create payroll journal entries
- Assists with month-end and year-end closing procedures

Reporting/Compliance:
- Assists with annual financial audit, including preparing schedules and interacting with the auditors
- Assists with annual 403b pension plan audit, including preparing schedules and interacting with the auditors
- Assists with maintaining and reviewing organizations insurance policies

Grant/Endowment Accounting/Reporting:
- Works with Library, Programs, and Development staff on grant reporting
- Verify Grant and Endowment revenue and expenses
- Prepare Grant and Endowment account analysis

Other:
- Review facility contracts and invoices for renewals and cost savings
- Assist with IT in IT inventory management
- Supervise occasional part time co-ops and interns
- Other duties as assigned

Qualifications and Skills:
- Bachelor’s degree in accounting, finance, or related field
- Related employment experience, nonprofit accounting experience preferred
- Experience with online accounting systems, Blackbaud Financial Edge NXT preferred
- Experience with 3rd party online payroll processing (Proxus/iSolved/Timeforce)
- Strong Microsoft Excel skills
- Effective oral and written communication, including phone skills
- Analytic and problem solving skills
- Hands-on team player who can also operate independently
- Must be organized and have a high level of attention to detail.
- Self-confident, collaborative, knowledgeable and an analytical thinker. Must demonstrate good judgement and the ability to take action as appropriate.
• Ability to handle daily work details accurately as well as other projects, and dive in and learn the business
• Human resources experience
• Knowledge of IT and computer systems
• Filing and general office organization skills

**Status:** Exempt

**Job Posting Information:**
**Pay Type:**
Salary
**Job Status:**
Full Time Exempt
**Minimum Salary/Hourly Rate:**
$45,000
**Maximum Salary/Hourly Rate:**
$55,000

Please Send VIA EMAIL to dwilliams@hsp.org SUBJECT LINE: Staff Accountant
• Letter of Introduction (that specifies how your experience, knowledge and skills match the identified duties, responsibilities, and requirements of this position)
• Your Resume
• Contact info for 3 Professional References