Historical Society of Pennsylvania

Title: Staff Accountant
Date: 04/26/2022
Division: Finance Department
Supervisor: Chief Administrative Officer
Location: In person – 1300 Locust Street, Philadelphia PA 19107

Summary of Position: The Staff Accountant position will support the Chief Administrative Officer in performing general ledger bookkeeping, accounts payable, generate reports and assist in other monthly accounting functions.

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 is preferred
- Knowledge of IT and computer systems is preferred
- Filing and general office organization skills

Primary Duties Responsibilities:

Operations Accounting:

- Process biweekly payroll and create payroll journal entries
- Assists with month-end and year-end closing procedures
- Enter A/P invoices and credit card expenses, maintain vendor file
- 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

- 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
- Process checks and cash as received and prepare bank deposits
- Enter cash receipts in accounting system
- Print and mail A/P payment checks

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

**Job Posting Information:**

**Pay Type:** Full Time

**Salary:** Full Time Exempt $47,000 - $52,000 per year

If applying through our website, Please send the following VIA EMAIL to axhemali@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 Résumé
- Contact info for 3 Professional References