JOB POSTING

Position: Staff Accountant
Reports to: Controller
Department: Finance
Position Type: Full-time, Salary, Non-Exempt
Payband: $55,000 - $65,000

Summary of Position
The Staff Accountant is responsible for the accurate recording of daily business transactions of the organization, including the processing and maintenance of accounts payable, daily record of cash receipts and receivables, and ensure that the organization is in compliance with federal and state reporting requirements. They will work with other departments to achieve compliance with financial and other internal controls policies and procedures. In addition, they will work with other departments in supporting month end and year end close activities, as well as fielding general accounting inquiries and requests.

Core Responsibilities
• Responsible for functioning of day-to-day financial operations, including but not limited to:
  o Review and entry of contributed cash and pledges
  o Accounts receivable processes
  o Accounts payable vendor check processing
  o Processing of monthly sales tax reports and payments, quarterly payroll reports and payments, and annual Department of Revenue reports and renewals
  o Inventory (including catalogs)
• Responsible for cash receipt and accounts receivable processes in compliance with finance department policies.
• Field and respond to inquiries regarding invoices, cash entries, credit card statements, and receivables.
• Responsible for accounts payable processes and compliance with finance department policies.
• Annual processing of employee W-2s and vendor 1099s.
• Assists with 990 and audit preparation.
• Participate in the museum’s Diversity, Equity, Inclusion and Access (DEIA) trainings

Perform other duties as assigned.

Required Skills/ Knowledge/ Ability/ Experience
• 1+ years of professional experience in a non-profit accounting department
• Proficiency in Microsoft Office products (Outlook, Excel, Word and Publisher). Advanced user of MS Excel
• Excellent verbal and written communication skills
• Strong analytical skills
• Strong organizational and time-management skills
• A self-starter, with a demonstrated ability to prioritize and see tasks through to completion. Must be able to manage multiple projects and tasks and remain flexible under pressure.
• Service-oriented with a positive attitude. Exhibits cultural competency when working with representatives of public and private organizations, volunteers, vendors, museum staff and the general public.
• Demonstrated commitment to supporting the museum’s Diversity, Equity, Inclusion, and Access (DEIA) framework
• Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable

**Desired Skills/ Knowledge/ Ability/ Experience or Education:**

• Experience working with MIP Fund Accounting Software for Non-Profits
• Bachelor’s Degree or equivalent experience in relevant preferred

**Travel, Working Conditions, Physical Requirements and Environment include:**

• Option for hybrid work following probationary period
• Must be able to work at a workstation and/or computer screen for the majority of the work day.
• Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community

**To Apply**

• Please email a succinct cover letter and resume to HR@TacomaArtMuseum.org.
• Include “Staff Accountant: First Name Last Name” in subject line.
• No phone inquiries, please.

**Closing Date: Open Until Filled**

Resume review will begin immediately. Position is open until filled.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

**About Tacoma Art Museum**

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum’s passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the “Top 10 Great Places to See Art in Smaller Cities,” the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma’s lively downtown core.

**About Tacoma**

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You’ll find the beaches and forests of...
Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that’s made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation’s best collections. Tacoma is a great place to call home.