

Accounting Manager

Full-time

Greenville museum location

5-8 years' experience

The Children's Museum of the Upstate is looking for a highly organized and trustworthy candidate to manage and execute the daily operations of the museum's finances. TCMU is one of the nation's largest children's museums and serves over 250,000+ visitors per year through hands-on exhibits and interactive programming. The museum's mission is to ignite a community of compassionate problem solvers through intentional and inclusive play.

The Accounting Manager should have knowledge of accounting principles, practices, and financial reporting; knowledge of local, state, and federal laws regarding accounting, finances, and taxation; as well as technical accounting skills. The ideal candidate will have 5-8 years of accounting experience, with experience in a nonprofit setting preferred. Additionally, the museum is seeking a proactive team member with a helpful and supportive attitude with excellent written and verbal communication skills.

Job Responsibilities

- Manage and execute the daily operations of the museum's finances.
- Establish and enforce proper accounting methods, policies, and principles for the organization.
- Provide analysis and up to date financial information to the museum's executive leadership team on a regular basis.
- Support the museum team through providing proactive and timely data to support the museum's operational and strategic functions and goals.

Predominant Tasks

- Manage Accounts Payable process through receiving purchase orders and paying invoices in a timely fashion and maintain an up-to-date cash forecast.
- Prepare and post general journal entries, maintain the general ledger including reconciliation of all balance sheet and revenue accounts, and reconciliation of bank/credit card accounts.
- Facilitate timely month-end close and prepare monthly financial statements with accompanying report including Income narrative, restricted cash reporting, and financial position summary.
- Work with 3rd party firm to prepare and coordinate the audit process.
- Prepare an annual 990 tax return, in cooperation with external accounting firm.
- Prepare and file timely sales and use tax return.
- Review and process expense reports.
- Process bi-weekly payroll in a timely and accurate fashion.
- Ensure organized digital records and follow TCMU's retention and destroy documents policy.
- Prepare and coordinate weekly cash and check deposits at local bank (downtown Greenville).
- Assist the executive team with preparation and management of the museum's annual budget.
- Coordinate and prepare required reports including but not limited to unclaimed property filings, 1099s, and ancillary audit requests.

Ideal Experience & Skill Set

- 5-8 years of accounting experience, nonprofit accounting preferred
- Bachelor's degree or equivalent experience
- Knowledge of accounting principles, practices, and financial reporting
- Knowledge of local, state, and federal laws regarding accounting, finances, and taxation
- Technical accounting skills
- QuickBooks Online
- Bill.com
- Able to learn TCMU's Point of Sale Systems including Acme and Shopify
- Highly organized and trustworthy
- Excellent written and verbal communication skills
- Able to work independently and manage schedule to meet deadlines
- Proactive team member with a helpful and supportive attitude

Schedule Availability

- Full-time, exempt position, predominantly Monday-Friday from 8:30-5:00
- Some weekend and evening availability for events required

Salary range is \$58,000-\$62,500 based on experience.

TCMU offers medical, vision, dental, 401k, disability, and life benefits. Come join our team today!

Interested candidates should email resume and cover letter to esobeski@tcmupstate.org.