



INSTITUTE OF AMERICAN INDIAN ARTS

JOB DESCRIPTION

TITLE: STAFF ACCOUNTANT
DEPARTMENT: FINANCIAL AND ADMINISTRATION SERVICES (FAS)
CLASSIFICATION: NON-EXEMPT, TECHNICAL
REPORTS TO: MANAGER OF ACCOUNTING
SUPERVISES: NONE

SUMMARY OF RESPONSIBILITIES

Performs accounting functions according to established policies and procedures and as directed by the Manager of Accounting. Supports the mission of the Institute and serves on Institutional Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Timely and accurate generation of worksheets and journal entries to record monthly activity of bank accounts, Payroll, Museum Shop, and Gifts/Donations.
- Timely and accurate data entry of approved journal entries.
- Timely and accurate generation of monthly Budget reports.
- Timely and accurate data entry of Budget Adjustment requests.
- Maintain Budget files for the organization.
- Responsible for reconciliation of all bank accounts to General Ledger accounts.
- Responsible for reconciliation of various General Ledger accounts.
- Maintain in an orderly fashion all files and paperwork related to General Ledger responsibilities.
- Ability to service personnel regarding questions about Budget and expenditures.
- Prepare necessary audit schedules.
- Receipt incoming cash and checks
- Perform, consolidate, and determine adjustments on physical inventory of Gift Shop
- Handle the financial administration for all grant activity – budget development, expenditure compliance, G/L adjustments, maintaining schedule of grant activity, reporting and drawdowns
- Maintain grant files.
- Serves as liaison with Institutional Advancement, Office of Sponsored Programs and Financial Services.

REQUIRED EXPERIENCE AND EDUCATION

Bachelor's Degree (BA) in Accounting or equivalent related experience plus at least two years experience in computerized financial office environment. Prefer experience in higher educational accounting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively and work successfully with IAIA community as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties and participates in meetings as required; refrains from engaging in rumors.
- Must have a pleasant, courteous, and professional attitude and presence.
- Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.

- Knowledge of generally accepted accounting principals.
- Knowledge of computerized accounting systems, and spreadsheet programs such as Excel or Lotus.

WORKING CONDITIONS

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

HR MANAGER _____ DATE _____

REVISED 8/07