

## **Employment Opportunity Accountant {Hybrid}**

### **About the Museum**

The Rubin Museum of Art in Chelsea, New York City, is a Museum and global platform that explores and celebrates the diversity and uniqueness of Himalayan art, ideas, and cultures across history and into the present.

Through Himalayan art, cultures, and ideas, the Rubin serves as a guidepost to examine big questions of what it means to be human today with the intent of creating a more compassionate, resilient world.

With its globally renowned collection, largely centered around art from the Tibetan Plateau, the Rubin fosters understanding and appreciation of this extraordinary region by connecting its art and ideas to contemporary issues that are relevant in our visitors' lives today.

Largely inspired by the philosophical traditions of Buddhism and Hinduism, the Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and sciences. In doing so, the Museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

### **Summary Description**

The Accountant is an integral member of a three (3)-person Finance team. The primary responsibilities include performing all receivables functions for the Museum, as well as working closely with the Senior Manager, Finance to ensure and support the optimal accounting and financial operations of the Museum in accordance with GAAP and nonprofit accounting principles.

In this position, the Accountant must have superb time management skills; be detail oriented and highly organized; and able to handle multiple tasks, adhere to deadlines, and work well both independently and as part of the team. In addition, the Accountant will work across the board specifically with Development, The Shop, Visitor Experience & Interpretation and Special Events departments.

This is a hybrid eligible full-time exempt position with a workweek schedule of Monday through Friday from 9:00 AM to 5:00 PM with some flexibility required as needed.

The incumbent reports to the Senior Manager of Finance.

**Responsibilities:****Receivables:**

- Records all income from various revenue streams (e.g. contributions, membership, admissions, shop, café, misc. income, etc.) in QuickBooks weekly; reconciles with credit card settlements.
- Records revenue from facility rentals, including tracking payment status and processing any security deposit refunds.
- Prepares cash and check deposits on a timely basis, including making regular deposits at bank.
- Reconciles, on a quarterly basis (or more frequently as needed), contributed income and membership revenue with development department.
- Works closely with Senior Manager, Finance to track restricted income, and ensure its release when appropriate.
- Reviews deferred revenue account for monthly closings.

**General:**

- Audits and reconciles monthly report provided by Real Estate Agent company and makes entries in QuickBooks.
- Updates investment schedules and posts entries in QuickBooks monthly.
- Reconciles sales tax withholding from shop and café sales and files monthly ST-809 Forms online.
- Prepares monthly and quarterly financial reports, as well as other financial reports as needed for the Deputy Executive Director/Chief Financial & Operating Officer, department heads, and others.
- Reconciles select operating and income accounts.
- Monitors on an ongoing and timely basis the cash position of the organization's bank accounts, which includes preparation of funds transfers.
- Reviews the bi-weekly unpaid bills report; and releases ACH and bill payments.
- Assists in the preparation for annual audit, 990, and CHAR500, including preparing select confirmations and schedules.
- Assists in preparation of data for select areas of SMU DataArts annual filing.
- Other duties and projects as assigned.

**Qualifications:**

- Bachelor's degree in accounting required.
- Minimum 2-4 years of nonprofit accounting experience at a museum, cultural institution, or comparable organization.
- Familiarity with GAAP and nonprofit accounting principles.
- Proficiency in QuickBooks Desktop (Enterprise preferred) and Microsoft Office (especially Excel and Word) required; experience with Outlook a plus.
- Ability to work independently while meeting multiple deadlines.
- Must be reliable, detail-oriented with strong organizational skills.
- Excellent written and inter-personal communication skills preferred.
- Ability to handle confidential information with discretion.

**Salary:** \$60,000 to \$65,000 commensurate with experience.

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Rubin's **Work from Home (WFH) Policy** that allows employees to work offsite up to four (4) days per week based on their job responsibilities. This policy took effect on September 14, 2022 and will end in its current format on September 1, 2023. The WFH benefit policy will be reviewed and revised as needed.

However, in this role based on some job responsibilities the Accountant will be required to work onsite at least three (3) days per week including every Wednesday – the designated onsite work day - for all hybrid eligible employees.

**COVID-19 Vaccination requirement:**

- Newly hired employees are required to be fully vaccinated for COVID-19 (i.e., have received both doses of a 2-dose vaccine *OR* a single dose of a one-dose vaccine).
- The above definitions are based on the Centers for Disease Control and Prevention (CDC).
- Proof of vaccination status must be provided once a job offer is made.

**Please provide as part of your application:**

- Complete resume.
- A cover letter addressing both your interest in the Rubin Museum and your qualifications for this position.

**Application:**

- Please indicate Accountant in the Subject Line of the email and in the body of the cover letter.
- Applications in electronic format preferred, and accepted at: [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Mail application to: The Rubin Museum of Art, 150 West 17<sup>th</sup> Street, New York NY 10011. Attention: Head of Human Resources Dept.

*The Rubin Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*