Employment Opportunity: Accountant

About the Museum
The Rubin Museum of Art located in the Chelsea, New York City area, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture 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, 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.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection, including Gateway to Himalayan Art, Masterworks and our recently installed interactive Mandala Lab among others.

About the Position
In this position the Accountant is responsible with assisting the Finance team in all aspects of auditing, entering and maintaining logs of cash receipts from Admissions, Box Office, the Shop, and Membership departments. The Accountant will also assist with the monthly and quarterly closings of accounting cycles.

This is junior level, full-time exempt position reporting to the Senior Manager of Finance.

Responsibilities:
- Enters invoices, payment requests, employee disbursements, and monthly credit card transactions into accounting system and ensure proper coding and authorization.
- Follows up with staff and vendors on a timely basis to resolve and reconcile any discrepancies and outstanding issues with invoices, credit card transactions, etc.
- Prepares and processes bi-weekly bill payments.
- Maintains ledgers, records and documents for company financial transactions.
- Assists with preparation of Form-1099s for independent contractors and consultants at year-end.
- Prepares journal entries for revenue processed by Admissions, Shop, Group Visits, Membership and Box Office.
- Performs monthly reconciliation for credit card merchant accounts.
- Makes bank deposit as needed for Admissions and Shop cash transactions.
- Assists the Finance team with quarterly closing and yearly audit compliance tasks.
- Performs other duties as assigned.

Qualifications:
- Bachelor’s degree in accounting, or finance is required
- Some accounting experience a plus
- Must have some knowledge using QuickBooks, ACME, Raiser’s Edge preferred
- Proficiency in Microsoft Office and Google suite products a plus
- Must have excellent written and oral communication skills
- Must be detail oriented, highly organized and have the ability to multitask and work in a fast-paced environment
- Excellent interpersonal skills, the ability to work well under pressure and in a friendly and professional manner preferred.
- Familiarity and/or experience with Himalayan arts and cultures a plus.

Salary: Mid $40ks

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Museum’s current hybrid Work From Home (WFH) model that remains in effect until possibly the end of August 2022. The Rubin’s WFH Policy rollout that will allow employees to work offsite three (3) days per week based on their job responsibilities may take effect in September 2022.

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) and must provide proof once a job offer has been made.
- The above definition of what it means currently to be fully vaccinated is based on the definition from the Centers for Disease Control and Prevention (CDC).

Please provide the following 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 email and in the body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send application by mail to: The Rubin Museum of Art, 150 West 17th 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.