



Title: Part-Time General Accountant

Reports to: Director of Finance

Status: Part-time: \$11.50- 13.00 per hour, 20 to 25 hrs/wk

ABOUT KALEIDEUM

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. As a merged entity, we are able to expand our museum's commitment to developing exhibits and programming that combine the best features of both - fusing STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. We want to help prepare early learners for school and spark all children's imaginations and their desire to learn more.

Position Summary: This position is an integral member of the Finance team and shares responsibility for overall departmental goal achievement. This position is primarily responsible for the daily accounts payable and receivable processing. This position works collaboratively with all Museum departments to ensure the accurate and timely processing of transactions.

Primary Duties & Responsibilities:

- Review process and post weekly accounts receivable billing initiated by various staff members.
- Maintain collection lists and follow collection procedures where necessary.
- Interact with customers to resolve outstanding issues.
- Send statements to outstanding customers.
- Maintain accurate aging report.
- Conduct account research and analysis and reconcile A/R to General Ledger.
- Process back office payments in Altru for outstanding school field trip revenue.
- Review, process and post Accounts Payable with correct GL codes conforming to standard procedures to endure proper entry into the financial system.
- Investigate and resolve problems associated with processing of invoices and purchase orders.
- Prepare weekly batch check runs.
- Maintain spending records and supply information as requested.
- Maintain fixed asset documentation.
- Maintain inventory control over Gift Shop inventory.
- Approve, maintain and post petty cash transactions.
- Provide expenditure information for grant request.
- Retrieve and distribute mail daily as well as make daily bank deposit.
- Assist with providing back-up documentation for year-end audit.
- Assist with monthly bank reconciliation process.
- Files and maintains accounting documents / records.

- Assist with Balance Sheet reconciliations.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains financial security by following internal controls.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as required to support Accounting Department.

Required Education, Skills, Knowledge, Abilities:

- Associate Degree in Accounting with 7+ years of experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills. Ability to maintain confidentiality and handle sensitive information.
- Rigorous attention to detail.
- Strong interpersonal skills and the ability to work effectively with internal and external customers.
- Ability to work both independently and as part of a team in a work environment that fosters teamwork and cooperation.
- Proficiency with Microsoft Office applications: Intermediate to Advanced Excel skills.

Essential Physical Functions:

On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 50 pounds or sitting on the floor.

***A Cover Letter and Resume are required to apply.**

Please direct all inquiries and cover letter/resume to Mary Jo Morgan, Director of Finance
mmorgan@kaleideum.org.

All applicants must submit to a drug test, criminal background, and reference check as part of the pre-employment process.