



**MUSEUM OF SOUTH TEXAS HISTORY  
Job Description – Accounting/Finance Assistant**

<b>JOB TITLE:</b> Accounting/Finance Assistant	<b>CLASSIFICATION:</b> Non Exempt	<b>JOB NUMBER:</b>
<b>DEPARTMENT:</b> Human Resources	<b>REPORTS TO:</b> (vacant)	<b>REPORTS TO TITLE:</b> Office Manager/Human Resources
<b>LOCATION:</b> Museum of South Texas History	<b>SUPERVISES:</b> None	<b>WORK HOURS:</b> Full Time
<b>SALARY RANGE:</b> Please call	<b>PERFORMANCE REVIEWS:</b> Annual	<b>VACATION:</b> 1 day per month (after completing probation)
<b>WRITTEN BY:</b> Donna Crockett	<b>DATE WRITTEN:</b> 5/2/08	<b>APPROVED BY:</b> Shan Rankin, Executive Director

**PURPOSE:** This position is responsible for establishing, directing and administering proper accounting procedures for the Museum. This includes maintenance of fiscal records, both general and special, providing monthly and periodic reports, working with the Finance Committee and assisting with the annual audit.

**RESPONSIBILITIES:**

- Maintains Museum's general ledger including preparation or review of monthly adjusting entries and supporting schedules.
- Prepares Museum payroll, payroll tax deposits and maintains associated vacation and sick leave records.
- Prepares monthly reports of vacation and sick leave credits for Office Manager/Human Resources.
- Prepares W-2's, 1099s, quarterly payroll tax reports and monthly sales tax reports.
- Processes all purchase orders, as approved by Executive Director, per Museum policies at the appropriate approval levels.
- Prepares all payments of bills and codes invoices to proper category.
- Oversees all bank account transactions, makes bank deposits, reconciles or reviews monthly bank reconciliation and transfers funds as approved by Executive Director.
- Prepares monthly financial reports for Director, Board of Trustees, and Finance Committee as well as departmental reports and special projects.
- Prepares annual budget in cooperation with Executive Director
- Coordinates year end audit by independent CPAs. Prepares and assists with audit schedules, drafts of financial statements, notes, trial balances, etc. as required by audit.
- Assists with gathering data for Federal tax returns required including sales and property tax renditions.
- Advises all concerned on proper interpretation and application of purchasing policies and regulations.
- Monitors expenditures to ensure approved budgets are not exceeded and provide accurate monthly reports to the Executive Director.
- Manages receipt of funds for special events and fundraising campaigns.
- Maintains all records according to proper financial guidelines.
- Communicates financial issues to staff and trustees as needed.
- Handles the daily cash receipts from the Admissions Desk and the Museum Store.
- Prepares monthly financial Hotel/Motel reports for the City of Edinburg.
- Prepares and sends the Museum's monthly City and County donation billing.
- Review and summarizes miscellaneous reports and documents; prepare background documents as necessary.
- Conduct research, compile data and prepare reports as required by Executive Director.
- Prepare financial reports using Microsoft Excel spreadsheets as requested by Executive Director.
- Negotiates CD rates with banks and makes recommendations to the Executive Director.

**Board**

- Serves as liaison to Finance Committee.
- Provides monthly financial reports to the Executive Director.

**General Activities:**

- Acts as Manager on Duty (MOD) as assigned on weekend rotation duty.
- Assist with Museum's special events.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Business Administration Associate Degree specializing in Accounting
- 3-5 years of accounting experience
- Honest, Dependable

- Team Player
- Knowledge of Non Profit Accounting
- Skills in communicating financial issues to staff and trustees.
- Knowledge of financial management, record keeping and data processing systems.
- Experienced in using Quikbooks.

**Museum:** The Museum of South Texas History is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, gender, national origin or disability, in accordance with state and federal law. This job description is not intended to be all inclusive. The museum reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Note: The responsibilities described in this job description reflect the principal functions of the position and may not be construed as a complete description of all the requirements that may be inherent in the position, or as an employee of the Museum.

**Employee:** I have reviewed and determined that this job description accurately reflects the position. I understand that my annual review will be based on but not solely limited to the performance of the above responsibilities, knowledge, skills and abilities required of this position.

Employee signature

Date:

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Posting #

Posting Date \_\_/\_\_/\_\_