



Position Description

Position Title: Accounting Associate

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Summary: The Accounting Associate will be responsible for the accounts payable function. This position requires high attention to detail and the ability to work independently in order to ensure accurate information is recorded in the financial system in an effective and efficient manner. The position is also responsible for contributing and adapting to procedures and internal controls relating to accounts payable and completing various administrative tasks.

Responsibilities & Duties:

- Daily accounts payable entry, including securing appropriate approvals and verifying proper coding.
- Processes wire transfers.
- Responds to departmental accounts payable inquiries.
- Prepares weekly check run.
- Communicates frequently with internal staff and outside vendors on matters related to accounts payable transactions.
- Reconciles vendor statements, researches and resolves invoice discrepancies.
- Maintains W-9 information and performs preparation of annual Form 1099 filing.
- Reconciles team member credit cards on a monthly basis.
- Assists in the preparation of month end expense analysis.
- Assists in any other month end closing tasks as needed by the Finance team.
- Reconciles the vouchering for inventory invoices.
- Ordering office and kitchen supplies
- Performs administrative tasks for the team including filing, scanning, scheduling meetings, maintaining minutes of meetings and other tasks that contribute to the function of the Finance team.
- Performs other duties as required.

Qualifications: The ideal candidate must bring energy, vision, enthusiasm, and resourcefulness to this important position. Exceptional organizational, problem-solving, and communication skills are required.

- A minimum of 2 years of experience in accounting is required
- Blackbaud Financial Edge experience is a plus.
- Ability to work both independently and in a team environment.
- Ability to excel in a high-performance culture.
- Excellent verbal and written communication skills with a focus on customer service and attention to detail. Exceptional follow-up skills and customer service demeanor.
- Maintains compliance with internal controls relating to cash and cash disbursements.
- Ability to work responsibly with confidential information.
- Strong computer skills in Windows-based applications, including Word, Excel, and Outlook.

Physical Requirements: The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer, telephone and keyboard. Position requires the employee to occasionally reach, stoop and kneel
- Specific vision abilities required by this job include close vision due to computer work, distance vision, depth perception and the ability to adjust focus.
- Light to moderate lifting is required – up to 25 pounds

Work Environment: The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period, occasionally walk and stand.

More information regarding MIM is available at www.mim.org

To apply please follow the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101_000001&jobId=406020&source=CC2&lang=en_US