

Indiana Historical Society

Job Description

December 2018



JOB TITLE:	Assistant, Accounting
DEPT:	Accounting
REPORTING RELATIONSHIP:	Controller
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME & FTE:	Full time
FLSA STATUS & PAY GRADE:	Exempt

POSITION PURPOSE:

This position is responsible for performing general accounting tasks such as posting, classifying, computing, comparing and filing of financial data, and account record keeping. The Assistant, Accounting assists the Controller and Director, Accounting.

ESSENTIAL FUNCTIONS:

1. Perform accounts payable duties.
2. Perform cash receipts duties.
3. Perform account reconciliations.
4. Prepare and post general ledger entries.
5. Maintain accounting filing system following the record retention policy.
6. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to think analytically and quantitatively, using deductive reasoning and problem solving.
2. Strong verbal and oral communication skills and the ability to communicate diversely.
3. Well-versed in basic bookkeeping and record keeping principles and practices, and their application to accounting transactions, including reviewing, posting, balancing and reconciling financial records.
4. Ability to maintain accurate financial records and prepare accurate and timely reports.
5. Ability to review financial documents for completeness and accuracy.
6. Ability to practice discretion and maintain confidentiality.
7. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: At least 2 years experience performing financial accounting duties, preferably in a nonprofit environment.

PREFERRED: Experience with Blackbaud Financial Edge. Experience with Excel.