

**Indiana Historical Society**  
**Job Description**

July 2024



<b>JOB TITLE:</b>	Assistant, Accounting
<b>DEPARTMENT:</b>	Finance
<b>REPORTING RELATIONSHIP:</b>	Controller
<b>EMPLOYEES SUPERVISED:</b>	N/A
<b>FLSA STATUS:</b>	Hourly non-exempt

**POSITION PURPOSE:**

This position is responsible for providing administrative and basic accounting support to the Finance department and Controller.

**ESSENTIAL FUNCTIONS:**

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

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:**

1. Ability to practice discretion and maintain confidentiality.
2. Ability to think analytically and quantitatively, using deductive reasoning and problem solving.
3. Ability to maintain accurate financial records and prepare accurate and timely reports.
4. Ability to review financial documents for completeness and accuracy.
5. Strong 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.

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items.

(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:**

Pursuing applicable degree or 2 years' experience performing financial accounting duties

**TOTAL COMPENSATION**

Position is approximately 24 hours a week with flexibility in scheduling. Pay is \$20/hour. Benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis, employee assistance program, and access to retirement and voluntary insurance plans.

**Applications**

Please send an application (found [here](#)), resume, and a cover letter (as needed) to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at [hr@indianahistory.org](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.

***The Indiana Historical Society is an equal opportunity employer.***  
***[www.indianahistory.org](http://www.indianahistory.org)***