

Indiana Historical Society

Job Description

September 2023



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

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. Perform account reconciliation.
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 practice discretion and maintain confidentiality.
2. Ability to think analytically and quantitatively, using deductive reasoning and problem solving.
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. 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:

At least 2 years' experience performing financial accounting duties.

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org