

February 2024

JOB TITLE: Staff Accountant
DEPARTMENT/AREA: Finance
REPORTING RELATIONSHIP: Controller
EMPLOYEES SUPERVISED: n/a
FULL/PART TIME & TYPE: Full-time Regular
FLSA STATUS & PAY GRADE: Exempt Grade B

POSITION PURPOSE:

With guidance from the Controller, position is responsible for coordinating fiscal functions of the Indiana Historical Society (IHS)

ESSENTIAL FUNCTIONS:

1. Contribute to maintaining all general ledger functions.
2. Prepare account reconciliations and monthly journal entries.
3. Supervise payment of payables and contractual agreements, including payment sales.
4. Manage royalty payment processes.
5. Supervise deposit of accounts receivable, including pledges receivable, operating revenue, revenue from special projects, and History Market deposits.
6. Analyze and process fixed asset inventory and depreciation.
7. Assist with preparation of monthly financial statements.
8. Provide assistance to department in completion of administrative tasks.
9. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Well-versed in basic accounting and record keeping principles and practices, including GAAP, and their application to accounting transactions, including reviewing, posting, balancing and reconciling financial records.
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. Ability to practice discretion and maintain confidentiality.
6. Well-versed in Excel and working knowledge of accounting software.

QUALIFICATIONS:

Accounting related degree and 2-4 years applicable experience.

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.)

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 an [application](#), 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. Applications will be accepted until the position is filled.