

# Explora Job Description



## **To apply for this job:**

Email or mail a cover letter and resume to:  
Explora Attn: Joe Hastings, Executive Director  
1701 Mountain Rd NW Albuquerque, NM 87104  
jhastings@explora.us  
Position open until filled

## **Position: Accounting Manager**

Group: Administration

Position: Accounting Manager

Reports to: Director of Administration

FLSA status: 40 hours per week (full time); exempt (salaried)

## **Position Summary:**

The Accounting Manager is responsible for all aspects of financial management and reporting—big, small, and everything in between—from budget preparation and accounting policy to payroll, accounts receivable, accounts payable, etc. for the \$5 million operation. The position also handles administrative aspects of human resources, including managing employee insurance and benefit plans. The Accounting Manager supervises several accounting staff members and works with external auditors to ensure proper internal controls and that the organization is in compliance with local, state, and federal laws.

## **Essential Duties and Responsibilities:**

- Provide accounting and financial support to executive director, deputy director, and others to ensure smooth administration of Explora's overall operation and diverse program portfolio.
- Maintain accounting controls by establishing the chart of accounts and defining accounting policies & procedures.
- Guide and provide training to other departments by sharing and interpreting accounting policy; applying observations and recommendations to operational issues.
- Maintain financial security by establishing internal controls and keeping information confidential.
- Handle all aspects of accounts receivable and payable, including invoicing customers and ensuring timely payments to vendors.
- Reconcile daily receipts, bank accounts, and general ledger balances, and prepare daily and weekly deposits.
- Maintain Explora's general ledger, coding income and expense transactions, and preparing monthly journal entries and all supporting schedules.
- Produce monthly financial statements and with explanations of variances with budget. Assist in the development of overall and program budgets.
- Ensure payment of all taxes in a timely manner and prepare related reports, including year-end 990.
- Perform administrative HR functions, including benefits and insurance administration, overseeing personnel files, processing new and departing employee records, maintaining policies & procedures, processing timesheets, and administering payroll.
- Prepare financial information for local, state, and federal grants, such as proposal budgets, indirect cost rate justification, funding and reimbursement requests, financial reports, etc.
- Coordinate and support year-end audit with external CPA. Prepare all audit schedules, drafts of financial statements, trial balance, etc. as required, making recommended changes to ensure financial health.
- Prepare for, attend, and record minutes of board finance committee meetings.
- Accomplish accounting and organization mission by completing related requests as needed.

### **Minimum Qualifications:**

- A Bachelor's degree in related field and work experience performing similar duties
- Strong working abilities with Excel, Word, Quickbooks, Intacct, and database management software
- Ability to learn and become a high-level user of the donor, reservations, and point-of-sale systems
- Ability to work well both independently and with a team, with good written and verbal communication skills
- Initiative and ability to establish and maintain positive and effective interpersonal relationships with Explora employees, board members, other volunteers, visitors, and community partners
- Excellent organizational skills, time management skills, and attention to detail
- Interest in Explora's mission to create opportunities for inspirational discovery and the joy of lifelong learning.

### **Functional Work Characteristics:**

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, interpreting, and working well with others
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 25% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds

### **Work Conditions:**

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

### **Employment Screening and Compliance:**

- Position may require a person to be bonded.
- Individual may be required to complete a medical examination and background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

**Explora Science Center & Children's Museum IS AN EQUAL OPPORTUNITY EMPLOYER**