

## **Explora Job Description**

Group: Administration

Position: Senior Accounting Manager

Reports to: Director of Operations & Visitor Experience

FLSA status: 40 hours per week, full-time; salaried exempt

Pay range: \$60,000-\$64,000/year with 100% employer-paid health insurance premiums and additional benefits



### **Position Summary**

The Senior Accounting Manager (SAM) 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/payable, etc. for Explora's \$7+ million operation. Additionally the SAM will supervise accounting and benefits/payroll staff.

The position handles oversight of administrative aspects of human resources, including managing employee insurance and benefit plans, working with external auditors to maintain proper internal controls, and ensuring the organization is in compliance with local, state, and federal laws.

The SAM will work closely with the members of the leadership team to learn about and support their work and that of their departments, including training, data gathering, reporting, systems development, process improvement, and overall assistance and guidance.

The SAM partners with other staff and key stakeholders to ensure the development of a well-trained, empowered staff and creation of a healthy, inclusive, values-driven workplace culture. The SAM will continually evaluate and improve internal systems and processes, with an eye toward efficiency, impact, and future needs.

Explora is committed to building a diverse staff that reflects the demographics of New Mexico and strongly encourages applications from BIPOC candidates.

### **Essential Duties and Responsibilities**

- Provide accounting and financial support to co-executive directors, directors, and others key staff to ensure smooth administration of Explora's overall operation and diverse program portfolio.
- Maintain accounting controls, utilizing chart of accounts and existing non-profit 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 accounts receivable and payable, including invoicing customers and ensuring timely payments to vendors. Recognize revenue and expense appropriately, in line with non-profit accounting guidelines.
- Reconcile daily receipts, bank accounts, and general ledger balances. 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 timely monthly financial statements 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
- Oversee and 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
- Work with and/or supervise other accounting/payroll staff and contractors
- Prepare for, attend, and record minutes of board finance committee meetings
- Accomplish accounting and organizational missions by completing related requests as needed

## **Minimum Qualifications**

- Bachelor's degree in related field and work experience performing similar duties
- Strong working abilities with Excel, Word, google suite, Quickbooks, 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 independently and on a team, with excellent written and verbal communication skills
- Initiative and ability to establish and maintain positive and effective interpersonal relationships with other Explora employees, board members, volunteers, visitors, and community partners
- Stellar organizational skills, time management skills, and attention to detail
- Interest in Explora's mission of contributing to family and community prosperity by creating accessible opportunities for inspirational discovery and lifelong learning through interactive experiences in science, technology, engineering, art, and math

## **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, reaching, handling office materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 25 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 will expose staff members 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**

- Individual will be required to complete a background check.
- Must comply with all policies, especially those involving the safety of staff, volunteers, and clients/customers.

## **Employee Acknowledgement**

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at will" and may be concluded at the convenience of Explora Science Center and Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature	Date signed
Director signature	Date signed

**Explora Science Center & Children's Museum is an equal opportunity employer**