



Title: Accounting Analyst - Museum Business Office

Hours: Part time Flexible days/Hours vary.

Compensation: Hourly

Reports to: Museum Controller

Description: The Business Office works with and services all museum departments managing human resources, personnel and all functions related to accounting, accounts payable, accounts receivable, cash management and financial reporting.

Qualifications:

- Strong analytical capability and business acumen
- High attention to detail with inter-personal, verbal and written communication skills
- Independently and effectively handle multiple projects
- Bachelor's degree or equivalent in Accounting or related field
- Proficiency in Excel and exposure to accounting software (Financial Edge preferred but not required)

Primary Responsibilities:

- Responsible for general ledger account analysis
- Perform account reconciliations and provide supporting documentation
- Prepare general ledger reports for revenue and expense
- Prepare outstanding check reports that summarize expense and open payable reports to assist the Controller forecasting the museums activity and financial position based on past, present, and expected operations, projects and grant funded analysis
- Assure that accounting records are prepared and maintained in accordance with the museums accounting policies and internal controls
- Cash Management responsibilities and cash flow reporting
- Generate KPIs monthly
- Conceptualize, create and analyze statistical reports
- Troubleshoot financial reporting system and resolve data variance issues
- Assist Controller with various ad-hoc projects

To apply:

Send a brief cover letter and your resume in an e-mail to Debralynn Murdock, Museum Controller, at dmurdock@phillyseaport.org. Please include in the subject line "Accounting Analyst." No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.