



POSITION: Accounting Manager

TYPE: Full-time, salaried

CLASSIFICATION: Exempt

DEPARTMENT: Finance and Operations

REPORTS TO: Director of Finance and Operations

SUMMARY: The Virginia Museum of Contemporary Art (VMOCA) is looking for an Accounting Manager. This position will report directly to the Director of Finance and Operations. This role is responsible for managing the full cycle of accounting duties for the Museum. The Accounting Manager will also process payroll and work with Human Resources to manage the payroll system. They will additionally collaborate with the Director of Finance and Operations to provide regular reports and updates to the Finance Committee and the Board of Trustees.

HOURS/SCHEDULE

Monday – Friday; some evenings and weekends required.

ESSENTIAL FUNCTION AND RESPONSIBILITIES

As they assist the Director of Finance and Operations in the planning and control of the Museum's affairs and activities, the Accounting Manager is responsible for the following:

- Payroll
 - Process Bi-weekly payroll
 - Ensure the accuracy of Time and Attendance data and various accruals
 - Prepare payroll and employee census information for reports
 - Assist Human Resources in benefits administration, including processing new hires, terminations, and employee changes in the payroll system
 - Reconcile all benefit deduction statements with payroll reports
 - Reconciliation of monthly benefits bills
 - Set up and maintain 401k accounts for eligible employees
 - Generate yearly census report for auditors to evaluate employee benefits and process IRS Form 5500
- Accounts receivable
 - Process incoming payments from all sources (merchandise sales, tuition, events, donations, rentals, etc.)
 - Prepare bank deposits

- Generate reports from accounting systems
- Accounts payable
 - Process invoices and cut checks to vendors weekly, ensuring timely and accurate payment
 - Handle vendor communications, resolve any billing disputes
 - Audit incoming invoices and other payment requests for appropriate budgetary coding and authorizations
 - Process credit card expenses weekly for monthly reconciliation of the credit card statement
 - Prepare annual 1099's
- Monthly Reconciliations and Cash Management
 - Complete monthly bank reconciliations and monitor accounts to maintain cash flow
 - Manage monthly, quarterly, and annual close processes
 - Process End of Month journal entries
 - Assist VMOCA's external auditors in the preparation of the year-end audit, the Audited Financial report, and 990
 - Prepare tax filings

SKILLS AND ABILITIES

- Local candidate only
- Associate degree in Finance, Accounting, or related field (or equivalent experience)
- At least 3 years of experience as a full-charge bookkeeper
- Sound knowledge of accounting principles, standards, and regulations
- Accurate, detail-oriented, and able to work independently
- Strong time management and organizational skills to meet various deadlines and respond to changing priorities
- Ability and desire to clearly communicate financial concepts to individuals at all levels and positions throughout the organization
- Knowledge of QuickBooks Online strongly preferred
- Experience in payroll systems (such as Paylocity) preferred
- A solid foundation in Microsoft Excel strongly preferred
- Ability to work at least one day a week in person for staff meetings and special events as needed
- VMOCA requires all employees to be fully vaccinated against COVID (including booster)
- COVID-19 full vaccination required, including boosters when applicable

COMPENSATION \$60,000 - \$65,000

- Perks and Benefits:
 - Hybrid and Remote work options
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Life and Disability Insurance
 - 401k Profit Sharing

- FSA
- Paid Time Off
- Paid Holidays
- Access to other museums via reciprocal programs
- Professional Development classes
- Discounts on Studio Courses

Virginia MOCA strives for an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage black, indigenous, and people of color, individuals with disabilities, and other historically underrepresented groups to apply.

To apply, please email resume and cover letter to careers@virginiamoca.org with the email title "Accounting Manager." No phone calls or walk-ins, please.

Applications will be reviewed as they are received, and interviews will be held thereafter.