



**Job Title:** Accounting Supervisor  
**Full-Time/Salary Position:** 40 hours/week  
**Anticipated Start Date:** Immediately  
**Wage Range:** \$35,000 – \$45,000

**GENERAL SUMMARY:** Under the general direction of the Executive Director, the Accounting Supervisor manages the business operations of the Science Center, including general accounting, payroll, inventory control, cash receipts, accounts payable, purchasing, grants administration, liability insurance coordination, and employee benefits coordination. Supervises all revenue-collecting operations, including point-of-sale system operations and Internet sales.

**Position Duties:**

1. Supervise the finances of the organization, including day-to-day receipts, payroll, and payables. Recommend accounting procedures in the admissions and retail operations. Set goals and objectives, develop and enforce organizational policies and procedures, and develop budgetary guidelines.
2. Ensure optimal financial efficiencies in purchasing, grant management, investments, and budgeting. Oversee organizational purchasing, including administration of credit cards, purchase order system, negotiation of purchase prices and terms, and recommendation of capital expenditures. Responsible for annual review of insurance policies, employee benefits, and other contracts.
3. Ensure up-to-date financial records of the organization, including financial statements, posting of daily receipts, deposits, journal entries, bank reconciliations, and governmental reporting, through training and delegation to staff as appropriate.
4. Coordinate inventory control activities, including purchase orders, merchandise receipt, item maintenance, and vendor maintenance. Supervise annual physical inventory count.
5. Provide leadership and support to subordinate staff, providing training, regular performance reviews, consistent direction, and opportunities for growth. Direct supervision of two teammates is possible.
6. Ensure that all staff members who perform cashier functions have been properly trained. Investigate cashier discrepancies and irregularities, reporting concerns to management in a timely manner.
7. Mentor accounting and administrative interns, when applicable.
8. Determine records retention policy and enforce the organization's compliance.
9. Work with external auditing firm to complete annual audit.

**Position Requirements:**

Associate's Degree in Accounting or equivalent coursework/experience is required with experience in non-profit accounting/grants preferred. Skill in using cash register, credit card terminal, 10-key adding machine, and computer with Windows-based software (including Microsoft Office Suite and QuickBooks) is required. Must be able to communicate effectively and professionally in person, in writing, and over the telephone. Must be able to administer and follow cash handling procedures accurately with attention to detail. Must be able to

prioritize multiple, overlapping tasks while maintaining a pleasant, customer-focused attitude. Must be able to maintain knowledge of the organization and its financial operations and correctly disseminate that information to staff and external entities. Must be able to safeguard confidential information. Must have reliable transportation.

**Working Conditions:** Work is performed and inspected in a general office/museum/store environment. Subject to irregular and extended hours and work-related calls after hours. Local travel may be necessary.

**To Apply:**

Please send a cover letter and resume to Erik Larson at [larson@impression5.org](mailto:larson@impression5.org) by Friday, April 30, 2021.

**Notice:**

A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.