

The Buffalo Society of Natural Sciences (Museum of Science and Tiff Nature Preserve) is looking for **Senior Accountant/Controller** who will be responsible for daily general ledger accounting.

Specific accounting duties include:

- Prepare and/or review of monthly journal entries and all supporting schedules.
- Analyze revenues and expenses and produce monthly financial statements; provide explanations of variances with budget
- Import Altru revenue receipts into Financial Edge enterprise reporting system and ensure accounting accuracy to comply with GAAP
- Reconcile accounts and resolve discrepancies
- Manage weekly cash and check deposits
- Generate reports for grants pre-award and post award accounting
- Prepare and file Sales and Use tax payments and reporting related to Museum purchases
- Assist in yearly financial audit and budgeting process
- Oversee an Accounting Assistant responsible for A/P, A/R, deposits, and other administrative duties.

HR and Benefits activities:

- Prepare and administer Paychex payroll and benefits records and reports
- Respond to employee payroll and benefits questions
- Train new employees on timesheet system
- Assist with recruiting and hiring activities
- Process new hires and terminations
- Orient new employees
- Complete and maintain employment files and I-9s
- Administer Paid Time Off, Short Term Disability and leave of absence programs

Must have:

- Bachelor's Degree in Accounting or Finance
- Minimum of 1-3 years of experience in accounting, preferably in public accounting
- Knowledge of Financial Edge accounting system
- Knowledge of non-profit tax-exempt accounting procedures
- Proficiency with Microsoft Office and advanced skills in Excel
- Strong analytical, organizational and project management skills, with outstanding attention to detail

Excellent benefits provided including paid time off, health insurance, 401K with company match, paid holidays and more.

The Buffalo Museum of Science is a non-profit educational institution dedicated to providing relevant science programming to learners of all ages. The Buffalo Museum of Science is governed by the Buffalo Society of Natural Sciences alongside Tiff Nature Preserve in South Buffalo. Learn more at [www.sciencebuff.org](http://www.sciencebuff.org).

Please submit resume and cover letter to [recruiting@goldhawkHR.com](mailto:recruiting@goldhawkHR.com)

EOE

See the full job description below.

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION  
Senior Accountant

*"Inspiring curiosity through exploration"*

Department: Administration  
Position Title: Senior Accountant  
Primary Reporting Responsibility: Chief Financial Officer  
Status: Full-time, exempt

Overview:

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Basic Purpose and Responsibility:

Under the supervision of the Chief Financial Officer, the Senior Accountant is responsible for daily general ledger accounting for the Buffalo Society of Natural Science's financial transactions into the Blackbaud enterprise reporting system. This position requires a thorough knowledge of all aspects of the Museum's business office functions, museum department work processes, and works with a minimum amount of supervision. This position also requires a thorough knowledge and understanding of Blackbaud's Altru donor and contributions module for the recording of detailed revenue transactions from Altru into Financial edge revenue chart of accounts and monthly reconciliation.

Essential Duties and Responsibilities:

- General Accounting
  - Maintains the Society's General ledger including preparation and/or review of monthly journal entries and all supporting schedules. Reconciles and reviews all accounts for accuracy, before presenting to Chief Financial Officer for approval.
  - Produce timely monthly financial statements and provides explanations of variances with budget
  - Responsible for importing Altru revenue receipts into Financial Edge enterprise reporting system and ensuring accounting accuracy to comply with GAAP
  - Analyzes revenues and expenses to ensure they are recorded appropriately on a monthly basis
  - Perform various account reconciliations and works to resolve any discrepancies
  - Investigates/analyzes all Department Head and Staff general ledger inquiries
  - Confirm, verify and manage weekly cash deposit along with the daily check deposit via remote check deposit
  - Responsible for reconciling all bank accounts and agree to general ledger balances
  - Responsible for generating reports as required for grants pre-award and post award accounting
  - Prepare and file Sales and Use tax payments and reporting related to Museum purchases
  - Maintain the Society's fixed asset records in Financial Edge
  - Assist in yearly financial audit
  - Assist in yearly budgeting process
  - Order and manage change as needed
  - Must be able to be back up for the Staff Accountant position as needed
  - Assist CFO with special projects as needed
  - Other duties as assigned

- Payroll Administration
  - Responsible for preparation of Museum Payroll, assures employee payroll process, and responsible for administration of associated payments and reporting
  - Respond to employee's payroll and benefits based questions as requested
  - Update employee information in system
  - Setup and train new employees on the timesheet system
  - Oversight of Paychex information and reporting to ensure compliance with labor laws
  
- HR and Benefits Administration
  - Post job ads and organize resumes and job applications, ensures background checks are completed
  - Orient new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
  - Process employee enrollments and terminations as required
  - Prepare and maintain related benefits records and reports
  - Complete and maintain I-9 forms
  - Perform file audits to ensure that all required employee documentation is collected and maintained
  - Administer Paid Time Off, Short Term Disability and leave of absence programs

#### Priority Projects:

With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

#### Education, Experience, Skills, and Qualities Required:

- Bachelor's Degree in Accounting or Finance
- Minimum of 1-3 years of experience in accounting, preferably in public accounting
- Demonstrated proficiency with Microsoft Office and advanced skills in Excel and accounting databases required. Proficient in Altru accounting software (preferred).
- Commitment to maintaining highest standards of integrity and professional conduct.
- Must have knowledge of non-profit tax-exempt accounting procedures
- Strong analytical, organizational and project management skills, with outstanding attention to detail
- Excellent written and verbal communication skills, with the ability to engage and work closely with colleagues, vendors and contractors
- Ability to multi-task and work effectively in a fast-paced team environment
- The Society's culture is one of collaboration, collegiality, and teamwork. Candidates must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

#### Physical Demands:

- Must be able to sit for extended periods of time at a computer
- Must be able to read and understand printed material in English
- Must be able to hear and converse with people in English inside and outside the organization either in person or on the telephone routinely on a daily basis