



JOB POSTING

Position Title: Staff Accountant
Department/Division: Administration

Reports To: VP, Finance & Administration
Status: Part-time, Non-Exempt

Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tiff Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. 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.

Summary of Position:

Under the guidance and supervision of the Vice President, Finance and Administration, the Staff Accountant is responsible for providing accounting and clerical support and for performing a variety of general financial and recordkeeping duties.

Essential Responsibilities:

Accounts Payable:

- Responsible for performing accounting and clerical tasks for the maintenance and processing of accounts payable transactions.
- Calculate and post business transactions, process invoices, verify financial data for use in maintaining accounts payable record
- Assemble invoices to be completed for payment and generate all accounts payable checks, wire and ACH payments
- Correspond with vendors and respond to inquiries
- Research and resolve invoice discrepancies and issues
- Manage vendor files and prepare 1099 forms annually
- Provide supporting documentation for audit

Accounts Receivable:

- Responsible for performing accounting and clerical tasks related to the maintenance and processing of accounts receivable transactions.
- Generate and distribute customer invoices, post cash receipts, and verify financial data for use in maintaining accounts receivable records.
- Monitor customer accounts to ensure timely payment of outstanding invoices and maintain accurate aging schedules.
- Correspond with customers and respond to billing inquiries regarding invoices, payments, and account balances.
- Research and resolve payment discrepancies, short payments, unapplied cash, and other accounts receivable issues.
- Prepare customer statements, process credit memos, and maintain accurate customer account records and files.

- Assist with collection efforts by following up on past-due accounts and documenting collection activities.
- Reconcile accounts receivable subledger to the general ledger and prepare related account reconciliations.
- Prepare accounts receivable reports and provide supporting documentation for internal and external audits.
- Assist with month-end closing activities related to accounts receivable, including accruals, reconciliations, and reporting.

Education, Experience, Skills, and Qualities Required:

- Associate's degree or equivalent in accounting
- Demonstrated proficiency with Microsoft Office and advanced skills in Excel and accounting databases required.
- Commitment to maintaining highest standards of integrity and professional conduct.
- 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 operate both independently and on team projects, take initiative and follow-through on assignments
- Ability to multi-task and work effectively in a fast-paced team environment

To Apply:

The compensation for this position is \$28-\$30 per hour (28 hours/week). Interested candidates should send cover letter and resume to careers@sciencebuff.org , please include in the subject line: Staff Accountant.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.