

# Part-Time Accountant

Illinois State Museum Society · Springfield, Illinois

## ABOUT US

The Illinois State Museum Society, established in 1952, is a charitable organization operating as a 501(c) (3). It has been an integral part of the Illinois State Museum, providing financial resources and advocacy for its programs and operations. The Society runs the Museum's membership program and retail operations both online and in-store. Moreover, it supports various staff positions and has a board of directors. Our Society seeks the ideal candidate to join us in furthering the Illinois State Museum's efforts.

## THE OPPORTUNITY

The Illinois State Museum Society is seeking an experienced part-time full charge accountant to support its operations and the activities of the Illinois State Museum System. This individual will manage the accounting processes for the Society, including its retail operations and aid in on-going audit preparedness efforts through regular reconciliations, accrual updates and overall compliance with generally accepted accounting principles.

We are looking for someone with excellent technical and interpersonal skills, as well as the skills, knowledge and experience necessary to provide accurate and timely accounting and reporting. This part-time position requires an average commitment of 15 to 20 hours per week and reports directly to the Society's executive director.

### Key responsibilities include, but are not limited to:

- Ensure compliance with generally accepted accounting principles.
- Verify, allocate, post, and reconcile accounts payable and accounts receivable.
- Review grants and contracts for conditions, restrictions and ensure proper revenue recognition.
- Be aware of and implement any new accounting standards.
- Create and update accrual schedule templates on a monthly basis.
- Understand and update net asset tracking each month.
- Accurately post accruals and net assets to the general ledger each month.
- Produce accurate accounting reports and present their results.
- Analyze financial information and summarize the financial status.
- Identify errors and suggest improvements for efficiency and cost reduction.
- Provide technical support and advice to the Society director and the finance committee.
- Review and recommend modifications to accounting systems and procedures.
- Participate in setting financial standards and in the forecasting process.
- Prepare financial statements and develop budgets according to schedule.
- Assist with annual audit and information needed to prepare tax returns.
- Research and document donor and board funds, maintaining their spending policies.
- Serve as the point of contact for investment management.
- Prepare financial reports for grants and ensure proper grant management.
- Support the month-end and year-end closing processes.

- Prepare / Review and file 1099s in January each year for the prior year end.
- Process payroll biweekly in QuickBooks Online.

**Requirements:**

- A minimum of 5 years of experience in bookkeeping or accounting
- Non-profit accounting experience is preferred
- A team player, ethical, honest, and accountable
- A commitment to continuous learning, resourceful, with a get-it-done mentality
- Ability to work independently and prioritize work tasks to meet deadlines
- Highly proficient in QuickBooks Online, QuickBooks certification is a plus
- Proficient in advanced software and the Microsoft Office Suite, especially Excel
- A Bachelor's degree in Accounting or a related field is preferred

**EMPLOYER**

The part-time accountant is employed by the Illinois State Museum Society, the non-profit dedicated to supporting the Illinois State Museum. The individual will not be employed by the State of Illinois.

**WORK LOCATION**

Illinois State Museum, 502 South Spring Street, Springfield, IL 62706

**WORKING CONDITIONS**

- Must pass a background check.
- Must be punctual, reliable, and maintain a strong attendance record.
- Must be detail oriented and results driven in providing accurate and timely financials.

**EMPLOYEE DURATION**

The part-time accountant position requires 15-20 hours of work each week. The Society's standard administrative hours are from 8:30 a.m. to 5:00 p.m. There may be shifts outside of these hours, including evenings and holidays. Employee will receive prior notice for any changes to their scheduled hours. This is a hybrid position, 2-3 days in the office per week (10-12 hours), 5-8 hours flexible remote.

**SALARY:** \$26-\$40 per hour, depending on skills, knowledge and experience. Benefits include paid time off and participation in the State of Illinois Museum Society Simple IRA Plan

**To apply,** please email your resume and three references to [jamila.wicks@illinois.gov](mailto:jamila.wicks@illinois.gov).

The Illinois State Museum Society values diversity and is an equal opportunity employer. We believe that cultural plurality is beneficial in creating policies and establishing our role as a resource for everyone. We strive to provide employment opportunities and accessibility for all individuals at the Society.