Accountant
Kansas Historical Foundation

Position Summary:

The employee serves as the accounting specialist for the Kansas Historical Foundation, a private 501(c)(3) and is responsible for maintaining the accounting system, which includes payroll, personnel, deposits, invoicing, and payments. The position is a part-time position, averaging 20 hours per week, and is exempt under FLSA. The position starts at $19 an hour. Benefits include annual leave, sick leave, and the Foundation matches up to 3 percent to a 403(b) tax advantage retirement plan if the employee contributes 6 percent. The employee must possess excellent organizational, communication, computer, accounting, and public relations skills, and maintain confidentiality in carrying out these duties. This is a job-sharing position, shared with the current part-time accountant doing the same duties and responsibilities together as a team.

Duties and Responsibilities:

- Generates financial reports monthly for the Executive Director and Treasurer and for the board as requested.
- Maintains general ledger accounting system in QuickBooks.
- Reconciles bank statements, investment fund reports and credit card transactions monthly.
- Prepares retail stores reports from QuickBooks accounting software as requested.
- Reconciles deposits of all funds and ensures deposit is taken to bank.
- Prepares checks for review and signature of Executive Director or Treasurer from payment requests submitted by Foundation or State staff. Then mails or distributes checks.
- Prepares payroll, W-2 forms, 1099 forms and maintains records.
- Prepares monthly, quarterly, and annual payroll reports.
- Prepares and files monthly sales tax reports.
- Facilitates annual audit and Form 990 preparation and Kansas Annual Report.
- Assists grant managers as fiscal agent for all grants.
- Reconciles reimbursement requests to the bank from grant administrator’s requests.
- Assists with Finance, Audit and Executive Committee meetings as needed.
- Provides information and assists in the development of the annual budget and annual reports.
- Ensures accurate daily transaction postings from TAM Retail software system to QuickBooks.
- Works with state staff to ensure smooth transfer of TAM payments to KSHS.
- Performs other duties as assigned.

Minimum Qualifications:

Training and Experience

A bachelor’s degree in accounting or a related field is required and one to three years of similar or related experience preferred. Requires a valid Kansas Driver’s License and employee must be able to be bonded. Candidate should have intermediate/advanced level skills with QuickBooks Premier accounting software and Excel spreadsheets. Entry-level experience with TAM Retail Software is preferred.
Knowledge, Abilities and Skills

A thorough knowledge of accounting procedures, payroll laws and practice are required. Must be able to maintain records; prepare reports; establish and maintain effective working relationships with employees, supervisors, other agencies, and the public; and read and interpret manuals, budgets, reports, and other documents. Excellent supervisory, organizational, written, oral and interpersonal communication skills, and the ability to work independently and as part of a team are essential. Complex problem solving, decision-making and technical skills are also required. Physical activity associated with working in an office setting is required to perform the daily duties of this position.

Position available immediately; open until filled.