



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13470 Dowell Road, Solomons, MD 20688

Title: Accounts Payable / Accounting Clerk

Department: Admin

Hourly Rate: \$22-25/hour; no benefits; part-time

Regular Work Schedule: 12-18 hr./week; flexible schedule, works most special events

Job Summary: Annmarie Garden seeks a knowledgeable, organized, and detail-oriented person to process accounts payable for the *Business Manager*. Requires someone who is familiar with Quick Books desktop and has relevant experience. The position will also provide general bookkeeping support, general office support, including database management, telephone, word processing, and other clerical tasks. Person must be able to follow a variety of policies and procedures. **This is a great part-time job for someone who needs a flexible schedule.**

Responsibilities:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains records by filing documents and assisting in archiving.
- Daily reconciliation of Point of Sales Systems, prepares deposits
- Manages financial filing system
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Work events and programs as needed, typically in the admissions booth; event work includes some weekends and evenings

Additional Duties: Works some special events. Other duties as assigned.

Knowledge, Abilities and Skills:

- Must know Quick Books desktop, Excel, and general knowledge of point of sales systems.
- Modern office procedures and practices including operation of office appliances such as calculators and computers.
- Ability to work comfortably and politely with general public
- Possess competent writing, math and computer skills to perform daily tasks
- Must be able to answer phones, run cash register, credit card machine
- Knowledge of DonorPerfect a plus!

Working around art and sculpture:

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

Physical Demands: Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Must be able to stand for long periods of time during events and other activities.

Computer Skills: requires excellent computer skills, Quick Books desktop, Database Management, Microsoft Word, Outlook and Excel. Will be trained on membership/ticketing/class registration software.

Work Schedule: normal schedule will be 3 days/week, 5 hours each day, but schedule is flexible; will include special events.

Education: High school diploma, GED, or equivalent required; Bachelor's degree in accounting, finance, or related field a plus; previous accounts payable experience preferred.

Requirements: must have valid driver's license; subject to background investigation and finger-printing.

An Equal Opportunity Employer

June 2023