

Job Posting: Accounts Payable Assistant

The Long Beach Museum of Art has a part-time opening for an Accounts Payable Assistant. The position will provide accounting and bookkeeping support to the Finance department. The ideal candidate should have an aptitude with numbers and keen attention to detail.

JOB SUMMARY

Objective

The accounts payable assistant compiles, processes, and maintains accounts payable records.

Essential Functions

1. Reviews all invoices for appropriate documentation, coding, and approval.
2. Prints and obtains signatures and photocopies all accounts payable checks.
3. Distributes signed checks as required via hand delivery or U.S. postal services.
4. Answers all vendor inquires. Follow up with email or phone.
5. Maintains all accounts payable reports, spreadsheets, and accounts payable files.
6. Maintain files and retention requirements of documents.
7. Assists in monthly and year end closings.
8. Prepares analysis of accounts, as required.
9. Reviews vendor statements regularly and reconciles accounts.
10. Reconciles credit card statements and major vendor accounts.
11. Assists Staff Accountant as necessary.
12. Perform other incidental duties as required.

Skills and Competencies

1. Bookkeeping / Accounting background
2. Problem solving / Analytical thinker
3. Interact with employees, management, and vendors

Hours of Work / Schedule

16 – 20 hours per week. Schedule: TBD

\$18-\$20 hourly

Qualification, Education, and Experience

- Background and experience in a bookkeeping or junior accountant role
- College course work in business or accounting
- Prior experience in a non-profit setting desirable
- Basic skills with Microsoft Excel
- Knowledge of Raiser's Edge program desirable

Send resumes and cover letter to allanl@bma.org

Attention: Allan Lee, Director of Human Resources

NO PHONE CALLS PLEASE.