

Accounting Manager

National Veterans Memorial and Museum (NVMM)

The National Veterans Memorial and Museum (NVMM) in Columbus, Ohio represents a national initiative of profound importance for our nation's 20+ million living veterans. There was previously no single monument or museum dedicated to the veteran's experience in the US until today. With 30,000 square feet available for exhibit space, this new institution celebrates the service and honors the sacrifice of veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum opened to the public on October 27, 2018. NVMM presents the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

The NVMM is seeking an experienced Accounting Manager that possesses the skills to ensure all month end procedures are done on time as well as quarterly and at year end. The Accounting Manager must be able to prepare full cycle books, journal entries, reconciliations and maintain up to date Accounts Receivable and Accounts Payable ledgers. The NVMM is seeking someone that will bring confidence to the position and provide fundamental knowledge of the accounting cycle and GAAP reporting.

ESSENTIAL DUTIES:

The Accounting Manager will be responsible for the following:

- Processing accounts payable;
- Processing purchase requests and responding to vendor inquiries;
- Supporting budgeting and forecasting activities;
- Maintaining accounts receivable;
- Assisting with coordination of annual audit;
- Preparing quarterly State sales tax reports;
- Preparing and recording journal entries;

- Recording revenue and contributions;
- Maintain accounting for programs and functions;
- Assisting CFO with account reconciliations;
- Assisting in the development and implementation of new policies and procedures;
- Assisting with preparation of monthly financial statements;
- Maintaining accounting for restricted gifts and the NVMM endowment fund;
- Providing technical (accounting and analytical) support to operations as requested;
- Collaborating and working cross-functionally with other departments to support the department goals and objectives;
- Other duties as assigned;

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelor's Degree in Accounting from an accredited college or university, or equivalent work experience;
- CPA preferred;
- Minimum of 3- 5 years' experience as accounting manager;
- Experience with a nonprofit 501(c) (3) organization preferred;
- Experience with QuickBooks online a plus;
- Strong technical skills in accounting and experience with GAAP reporting;
- Experience with fund accounting and grant reporting;
- Strong written and verbal communication skills;

- Able to prioritize tasks and manage multiple projects;
- Must be proficient in Microsoft Office applications;
- Must be able to work collaboratively across teams to accomplish the mission of the NVMM;
- Willingness to work hard and take direction—but also creatively solve problems for which the answers aren't always obvious; and
- Knowledge of general museum operations is desirable, but not essential.

NVMM Application Process

The National Veterans Memorial and Museum offers a competitive salary and a comprehensive package of benefits.

For consideration, please email a cover letter, resume, and salary history to jobs@nationalvmm.org. Please be sure to include the title of the position, Accounting Manager, in the subject of the email. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

NVMM is an equal opportunity employer and does not discriminate against any applicant for employment or any employee because of age, color sex, disability, national origin, race, religion or military veteran status.