

## **Job Description: Accounting Assistant A/R**

**Date:** July 2021  
**Title:** Accounting Assistant A/R  
**Department:** Accounting Department  
**Position Reports To:** Accounting Manager / CFO  
**Status:** Exempt / Full-time

**Summary:** Perform all accounting functions relating to receivables, contributions, grants, and other income to the Buffalo Bill Center of the West.

### **Job Duties:**

- Maintain Accounts Receivable. Includes adding invoices, receipting checks, printing statements, and generating planned and ad hoc reports. File (electronically) source documents.
- Works closely with Development offices to ensure accuracy in the recording of contributions, grants, and other miscellaneous income. Miscellaneous cash receipting.
- Responsible for the proper receipt of income from earned revenue and other support. Balancing of daily reports and preparation of appropriate General Ledger entries.
- Answer questions and provide additional reports pertaining to revenues, Accounts Receivable, Revenues, contributions, and other support.
- Prepare audit working papers and other periodic reporting related to Accounts Receivable, Revenues, Contributions, and other support.
- Reconciliation of accounts to the General Ledger. Provide audit findings and recommendations to the Accounting Manager / CFO.
- Create and maintain Electronic Data Systems or Sources. Aid staff as they relate to efficient accounting requirements (includes forms, policy manuals, and procedures).
- Maintain pledge receivables.
- Record daily and monthly revenues and fees including but not limited to admissions, gift shop, café, coffee bar, catering, records, rights and reproduction, education, and special events.
- Work with community members on profit sharing initiatives and contracts.
- Record the revenue from the items sold and classified as deaccessioned.

### **Competencies:**

- Thoroughness and attention to detail.
- Ethical conduct.
- Ability to meet deadlines.
- Knowledgeable of point-of-sale software systems including the admissions software administrator.

### **Supervisory Responsibilities:**

- Train and supervise Seasonal Bookkeeper.

**Required Education and Experience:**

- Associates degree in Accounting or
- At least two years equivalent bookkeeping experience.
- Demonstrated proficiency in computer-based accounting.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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## Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing			x	
Walking			x	
Bending Over			x	
Crawling	x			
Reaching		x		
Crouching	x			
Kneeling		x		
Balancing	x			
Pushing/Pulling		x		
Lifting/Carrying 10 lbs or less		x		
11 lbs to 25 lbs	x			
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity				x
Fine Motor Skills				x
Gross Motor Skills		x		
Eye/Hand Coord.	x			
Near Vision				x
Far Vision		x		
Color Recognition		x		
Hearing		x		

## Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			x
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working with Machinery/Motorized Equip.		x	
Climbing on Scaffolds or Ladders		x	