



## **Staff Accountant**

**Status: Full-time, non-exempt, ~35 hours/week**

**Reports to: Accounting Manager**

The Staff Accountant is an entry-level accounting professional who will be responsible for processing and maintaining accounting records as part of the finance team. This position addresses deadlines and many accounting activities including account payable, account receivable, and assisting with year-end audit preparation. The Staff Accountant will have contact with senior-level directors, the CFAO and CEO, which requires strong interpersonal communication skills both written and verbal.

### **Responsibilities:**

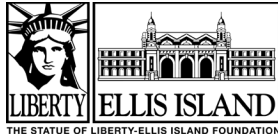
- Maintain accounts payable (AP) functions
  - Vendor relations
  - Bill entry
  - Coding compliance
  - Approval tracking
  - Cash distribution integration to the accounting system
  - Aging reporting
  - W-9 and 1099 management
- Assist Accounting Manager with accounts receivable (AR) functions
  - Customer relations
  - Invoice generation and related entries
  - Cash receipt integration to the accounting system
  - Closing entries and cash reconciliation
- Reconcile and report weekly sales and donation receipts from fundraising system
- Assist in budget preparation, review, and integration into accounting system
- Reconcile and record investment activities
- Assist the finance team with other projects, such as cash flow analysis, product sales reports, and other foundation specific reporting as assigned

### **Skills and Qualifications:**

- Bachelor's degree in accounting or similar field required
- At least a year's experience in accounting or a related field preferred
- Strong mathematical and analytical skills
- Proficient in Microsoft Word, Excel, and PowerPoint
- Excellent oral and written communication skills
- Proven ability to handle multiple projects simultaneously
- Ability to read and analyze financial reports
- Strong understanding of US GAAP and Non-Profit Accounting

### **Logistics:**

- This is a non-exempt, full-time position with generous benefits.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position pays \$27.00-\$30.00 per hour for ~35 hours per week.



- This position will work from the Foundation's office at 17 Battery Place, though 1-2 days/week of remote work may be possible.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

**Application process:**

- Please email one-page cover letter and resume to [careers@libertyellisfoundation.org](mailto:careers@libertyellisfoundation.org) with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

**About The Statue of Liberty-Ellis Island Foundation ([www.LibertyEllisFoundation.org](http://www.LibertyEllisFoundation.org))**

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the museum on Ellis Island, developed the free 65-million record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation.

[Facebook](#) | [Instagram](#) | [X](#) | [LinkedIn](#)

*The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*