



**Position:** Accounting Associate  
**Reports to:** Finance Manager  
**Position Type:** Entry Level, Full-time

EdVenture Children's Museum, the South's largest children's museum, is seeking an Accounting Associate to join its dynamic Finance team. This is a fantastic opportunity for somebody looking to build their career in a fast paced, high volume environment within a friendly and supportive team.

### **Work Schedule and Conditions**

- Regular schedule of 40 hours per week from Monday to Friday, with occasional weekend working required.

### **Responsibilities include:**

- Accounts receivable and collections - collecting weekly tuition for the after-school program from 11 different schools
- Accounts payable - collecting purchase orders and creating a weekly check cut
- Cash deposits - making daily journal entries, collecting cash, and making runs to the bank
- Expense report management - managing expense reports for the CEO, CFO and VP, turning them in for monthly reimbursement
- Generating Year End 1099's
- Assisting CFO and Manager in various projects

### **Knowledge, Skills and Abilities Required**

- Experience in using financial software
- Experience in accounts payable, accounts receivable, and collections
- Ability to work proactively and independently
- Ability to make sound decisions under deadlines, manage time, and plan and prioritize projects and workload
- Ability to multi task, learn quick, and adapt
- Strong technical skills including MS Office products, general use of a computer, and other office equipment
- Strong communication/phone skills with ability to handle high call volume while maintaining high level of professionalism and customer service

### **Key Competencies**

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Attention to detail and initiative

### **Preferred Education and/or Experience:**

- High school diploma/GED; with a minimum of 12 college credit hours of accounting/finance/business or equivalent professional experience