Phoenix Art Museum is looking for an *Accounting Assistant* to perform accounting functions; accounts payable, accounts receivable, process credit cards, maintain spreadsheets to track various Museum functions, general ledger account analysis, and other duties as required.

MAIN JOB DUTIES
1. Verify accounts payable invoices are properly approved, and enter invoices into Financial Edge Accounts Payable module software. Execute weekly check run of accounts payable, and maintain orderly files of physical invoices after payment has been made. Diligently monitor Purchase Order system is being adhered to by all Museum and Support Group personnel.
2. Generate Accounts Receivable invoices for Museum rental events and other various billable items. Assist Controller and Facility Rentals manager with ongoing collection of all outstanding invoices, and process credit card payments and prepare bank deposits for all amounts collected through Accounts Receivable system.
3. Maintain list of fixed asset purchases on depreciation schedule, and download copy of each fixed asset purchase in the audit folder throughout the year in order to minimize year end preparation time for annual audit.
4. Actively engage Museum and Support Group personnel on turning in required approvals on purchase orders and invoices, and answer inquiries through email, telephone and in person for various accounting issues that may arise.

MINIMUM QUALIFICATIONS:
1. High school graduate, AA or BA/BS preferred, and minimum two years' of bookkeeping experience or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
2. Experience with Financial Edge Accounts payable module preferred, or other mid-market accounting software including Great Plains, MAS 90, or Sage.

Knowledge of:
1. Microsoft Excel and Word software
2. Non-profit fund accounting desirable

Skill and Ability to:
1. 10-key by touch.
2. Possess excellent interpersonal and telephone communication skills and respect the confidentiality of information.
3. Prioritize and accomplish multiple projects concurrently.
4. Follow through independently on routine responsibilities.

Submit cover letter, resume, and salary history with job code PAM-ACTA to HR@phxart.org:

Job Status: full-time, regular, non-exempt   EOE