

TEN CHIMNEYS FOUNDATION 2010 JOB DESCRIPTION

POSITION: ACCOUNTING MANAGER

REPORTS TO: PRESIDENT

WORK WEEK: MONDAY - FRIDAY, 40+ HOURS

POSITION SUMMARY

The Accounting Manager is charged with accurately and efficiently managing, documenting, executing, and reporting all financial activities of Ten Chimneys Foundation. Key responsibilities include: inventory and “back-of-house” management for retail operations; processing, tracking, and depositing/disbursing all contributed and earned income, expenses, and expenditures; maintaining accurate, up-to-date books, both for management purposes and for the annual third-party audit; creating and providing information, reports and other financial tools/recommendations to the President and other department heads; and the continual refinement of existing financial systems/processes and the creation new financial systems/processes.

JOB DESCRIPTION

MANAGES MUSEUM STORE INVENTORY AND FINANCES

- Works closely with the Museum Store & Guest Services Manager and Director of Program to support museum store operations – in accordance with goals and guidelines established by Ten Chimneys Foundation, its management staff, and board of Trustees.
- Orders and authorizes payment for items used as museum store inventory and fixtures.
- Receives and verifies incoming merchandise.
- Maintains accurate database records of inventory and non-inventory items, sales and related information in a computerized Point of Sale (POS) system.
- Prepares daily deposits from sales according to established guidelines.
- With other museum store staff, organizes and maintains storage areas related to museum store.
- Conducts annual or semi-annual inventories of stock according to generally accepted practices.
- Ensures accurate and timely accounting of revenue, inventory costs, etc.
- Reconciles deposit worksheet.
- Enters all revenue (credit card charges, checks, cash) into accounting software.
- Makes deposits.
- Reconciles data in accounting (QuickBooks) and POS (RMS) software on a monthly basis.
- Provides reports as appropriate and as requested.

MANAGES ACCOUNTS PAYABLE

- Enters expenses into accounting software based on staff allocation and authorization.
- Cuts checks, presents to President for authorization and signature.
- Sends and tracks payments.
- Provides reports as appropriate and as requested.

PROCESSES CONTRIBUTED INCOME

- Tracks and processes credit card gifts (stand-alone and recurring).
- Enters contributions (credit card charges, checks, cash, stock transfers, and pledges) into accounting software.
- Manages, documents, and processes all expenses and income related to contributions of stock or securities.
- Makes deposits.
- Maintains hard copy files.

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- Reconciles data in accounting (QuickBooks) and fundraising (Raiser's Edge) software on a monthly basis.
- Provides reports as appropriate and as requested.

PROCESSES TOUR (EARNED) INCOME

- Enters all revenue (credit card charges, checks, cash, invoices) into accounting software.
- Makes deposits.
- Maintains hard copy files.
- Reconciles data in accounting (QuickBooks) and scheduling (Vista) software on a monthly basis.
- Provides reports as appropriate and as requested.

PROCESSES FACILITY RENTAL (EARNED) INCOME

- Enters all revenue (credit card charges, checks, invoices) into accounting software.
- Makes deposits.
- Maintains hard copy files.
- Reconciles data in accounting (QuickBooks) and scheduling (Vista) software on a monthly basis.
- Provides reports as appropriate and as requested.

OVERSEES CREDIT CARD PROCESSING

- Works with all departments that process charges to ensure that transactions are handled properly, in a timely manner, and integrate with bookkeeping procedures.

MANAGES AND PROCESSES BI-WEEKLY PAYROLL

- Enters and updates data (bank, retirement, vacation/health, etc.) in appropriate spreadsheets/worksheets and accounting software.
- Presents submittals to President for authorization.
- Transfers appropriate information to payroll vendors (bank, etc.) and serves as main contact.
- Serves as main contact for staff regarding payroll issues (withholdings, vacation/health hours, etc.).
- Serves as main contact for staff regarding financial components of all benefits (AUL, health/dental, SASI, withholdings, etc.).
- Manages, documents, and processes all appropriate disclosures and filings (quarterly reports, 1099, w-2, etc.).
- Provides reports as appropriate and as requested.

MANAGES AND TRACKS BOND AND INVESTMENT RELATED ACTIVITIES

- Manages, documents, and processes all earnings and dividends on the bond endowment.
- Manages, documents, and processes all expenses related to the bond issuance, ensuring that expenses are paid out of the earnings from the endowment.
- Provides reports as appropriate and as requested.

MANAGES AND TRACKS FOUNDATION ACCOUNTS AND FUNDS

- Ensures that expenses, expenditures, and income come out of and go into the appropriate fund/account.
- Monitors accounts to maintain proper balances – recommending transfers to President as appropriate.
- Reconciles statements from all accounts (Johnson Bank, Waukesha State Bank, Baird, etc.) to internal records (QuickBooks) on a monthly basis, and makes all necessary entries and adjustments.

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- Manages, documents, and processes all regular (non-bond or endowment related) interest income and interest expense.

COORDINATES, DISSEMINATES, AND PROCESSES EMPLOYEE BENEFIT INFORMATION, FORMS, DEADLINES, AND UPDATES

- Is the primary staff and WEBA/vendor contact for health and dental insurance, medical savings account, retirement account, and all other external benefit matters.
- Manages and communicates vacation hours, health hours, and all other internal benefit matters.

DOCUMENTATION

- Manages and processes all information necessary for a smooth and successful external audit.
- Manages, documents, and processes all appropriate tax returns and filings.
- Maintains comprehensive, and easily accessible, files on all financial activities and fixed assets.
- Creates (and provides as requested) appropriate reports for Trustees and other external constituents.
- Fully documents all bookkeeping procedures (both for audit and for general foundation purposes).

MISCELLANEOUS

- Initiates and provides helpful, effective reports and management tools (and recommendations) for President and department heads.
- Manages, documents, and processes the appropriate collection and payment of sales tax for all taxable activities.
- Serves as main contact for staff to facilitate credit applications when necessary.
- Manages staff credit cards (including cancellation and acquisition as appropriate).
- Manages, documents, and processes all appropriate state, local, and federal forms to keep Ten Chimneys in full compliance with regulatory agencies.

MARGINAL FUNCTIONS (“AS-NEEDED” TASKS)

- Answers the main (non-reservation) phone line.
- Fills in as needed as a docent or shadow.
- Fills in as needed at the museum store register.

SOFTWARE AND EQUIPMENT USED

- Proficient in the current accounting and POS software (QuickBooks), ticketing software (Vista), and credit card processing software (IC Verify).
- Familiar with Microsoft Word and Excel.
- Familiar with Raiser’s Edge database.

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REQUIREMENTS OF ALL FOUNDATION STAFF

- Respects the values that guide the organization. These values, modeled by the estate's creators, include: Passion and the pursuit of excellence; Whimsy, humor, and fun; Attention to detail and dedication to craft; Creativity, vision, and focus; Integrity and courage; Graciousness and civility; Lasting relationships and loyalty; Mentoring and nurturing; Reflection and retreat; Social consciousness; and an integrated, balanced life.
- Celebrates the collaborative environment. Actively listens and gives honest, constructive feedback.
- Embraces the review of work, projects, and ideas. Accepts and values that all major work product is reviewed by at least one other appropriate team member. Sees the connection between this process and the "Ten Chimneys Values" (previously listed).
- Works both independently and as part of a team with modest in-house administrative support.
- Participates in evening programs and volunteer appreciation events.
- Participates in foundation events, general collaborative processes, and team building activities.
- Expands work week beyond 40 hours as individual workload and organizational needs dictate.
- Performs other duties as assigned by the President. Assists the team with tasks that fall outside the duties and responsibilities listed in individual job description.
- Graciously welcomes all guests, whether in person or on the phone.
- Thinks ahead and proactively plans projects in order to maintain smooth operations.
- Respects and communicates personal limitations regarding ability to complete projects.
- Keeps public spaces presentable at all times.
- Clearly communicates updates to fellow staff members in a timely manner.
- Remains current on Ten Chimneys Foundation information in order to be a strong organizational advocate.
- Keeps common calendar(s) updated.
- Has basic understanding of all major software used by the Foundation. Enters new information in a timely, accurate fashion.
- Completes and submits Ten Chimneys staff forms (time sheets, expense reports, receipts, etc.) as needed and in a timely fashion.
- Takes vacation. Plans appropriately and sensitively for all scheduled off-time.