



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Business Office Assistant/Part time

Summary: The Vanderbilt Museum and Planetarium is seeking a reliable part time Business Office Assistant to join our team. Working under the direction of the Business Office Manager and the Executive Director, the primary function of the Business Office Assistant will be to perform various accounting activities and administrative tasks relating directly to the function of our Business Office. The ideal candidate for this role will be a highly motivated self-starter with a solid understanding of basic accounting principles having an interest in gaining a broad experience across major finance disciplines, including accounting, tax and internal audit.

Location: Vanderbilt Museum & Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Hours: Year-round part time position, must be available to work Monday through Friday, approximately 30 hours per week

Duties and Responsibilities include the following:

- Review full time employees Accrual Sheets; check for accuracy and make corrections, as necessary.
- Calculate and track employee PTO accruals.
- Process TD Bank transfers and reconcile monthly merchant account statements; prepare ACH remittances and organize cash reports.
- Assist with month-end close and General Ledger reconciliation.
- Assist with Accounts Payable and Accounts Receivable processes.
- Handle AFLAC account and reconcile monthly AFLAC billing statement.
- Audit monthly credit card statements and expense reports.
- Prepare, review and submit ARCH quarterly disability insurance reports.
- Create quarterly Census survey.
- Reconcile quarterly payroll to file 941s and W-3s.
- Process Hotel/Motel funding.
- Prepare Hotel/Motel contracts.
- Participate in annual operating budget preparation and submission.
- Participate in annual capital budget preparation and submission.
- Submit vehicle accident reports to Suffolk County Risk Management and follow up, as required.
- Navigate and interface with Suffolk County databases.
- Participate in annual audit; work with accountants, Suffolk County auditors and other auditors for preparation of all reports and schedules.
- Assist in execution of compliance and control reviews related to finance policies and procedures.
- Perform ad hoc analyses and prepare reports upon request.
- Assist with financial preparation for Board meetings.

- Attend and participate in department meetings.
- Work independently under the guidance of the Business Office Manager and the Executive Director of the Museum.
- Perform other related duties as assigned.

Skills:

Exceptional organizational skills with strong attention to detail
Efficient multi-tasker to handle multiple projects in a fast-paced environment
Ability to work proactively without supervision and to use good judgment
Excellent verbal communication and interpersonal skills

Deadline and accuracy driven
Flexibility with the ability to adapt to shifting priorities
Computer skills with knowledge of MS Office Suite and superior Excel and spreadsheet skills

Experience:

Bachelor's degree in Accounting (Required)
Minimum of 3 years working in an accounting-based role (Preferred)
Valid NYS Drivers License (Required)
US work authorization (Required)

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.