



## **JOB ANNOUNCEMENT FOR SENIOR ACCOUNTANT AT THE PORTLAND ART MUSEUM AND NORTHWEST FILM CENTER, PORTLAND, OREGON**

### **Overview**

The Portland Art Museum and Northwest Film Center (referred to as Museum) invites applications for the position of Senior Accountant. The Senior Accountant is responsible for the monthly accounting cycle including preparation of journal entries, general ledger account reconciliations, internal departmental reporting, fixed assets maintenance, endowment, budget, restricted transfers, and assists with preparation of annual audit documentation. Responsible for understanding and supporting business process changes as they relate to accounting and finance, and highly desire using an equity lens in assessing changes. Additional responsibilities include special projects as determined by the Controller and CFO.

### **COVID-19 Information**

The current COVID-19 crisis has resulted in severe and unprecedented disruptions to revenue generation at the Museum. Currently, the Museum has recently reopened to visitors and the Institution is running on reduced staffing levels. The task ahead is not easy, but a challenge our staff are taking on with a deep commitment to the mission. The successful incumbent in this role will be willing to enter the situation with energy, flexibility, and a vision to overcome obstacles. This position requires a desire for understanding and adhering to COVID-19 safety protocols set forth by the Museum at all times. Learn more about COVID-19 safety protocols [here](#).

### **Equity, Inclusion and Accommodation**

The Museum and Film Center strives to be an inclusive institution that facilitates respectful dialogue, debate, and the free exchange of ideas. With a deep commitment to artists – past and present – and freedom of expression, the Museum and Film Center’s collections, programs and staff aspire to reveal the beauty and complexities of

the world, and create a deeper understanding of our shared humanity. We are a Museum for all, inviting everyone to connect with art through their own experiences, voices, and personal journeys. We are committed to advancing equity and inclusion by creating a diverse and inclusive workplace. We will continue learning as we work to evolve as an Institution, recognizing that this journey has no end and our commitment must remain. We have an active equity team currently engaged in a journey to examine our internal culture and the work we do through an equity lens. We look forward to having all colleagues join and contribute to this important work. Learn more at <https://portlandartmuseum.org/portland-art-museum-announces-equity-statement/>.

The Museum and Film Center are equal opportunity employers, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request. If reasonable accommodation or an alternative form of this application are needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at [hr@pam.org](mailto:hr@pam.org) or 503.276.4358.

**The Portland Art Museum is an Equal Opportunity Employer. Black, Indigenous, and People of Color (BIPOC), immigrants, women, LGBTQ+, and individuals with disabilities, please apply!**

### **Essential Duties & Responsibilities**

- Manages the month end close process to ensure completeness and accuracy.
- Prepares assigned journal entries of monthly museum transactions including gift shop revenues and cost of goods sold, events department revenues, etc..
- Reconciles assigned general ledger accounts on a monthly basis, resolves variances, and adjusts as necessary.
- Prepare monthly overhead calculations for exhibitions.
- Reconciles assigned bank accounts on a daily basis for all banks with the general ledger and record reconciling items.
- Reviews AP invoices and prepares biweekly vendor payments and AP reporting.
- Manages the purchase card program and prepares the monthly journal entry.
- Maintains the fixed asset module of the accounting software. Updates and records all changes to fixed assets including additions and deletions, transfers and depreciation expense.

- Coordinates recording gift in-kind capital and artwork with the development and collection management departments.
- Coordinates assigned monthly internal budget to actual reporting to managers.
- Prepare yearly census surveys for state and federal requests.
- Review and post transaction activity imported from Altru system (ticketing, membership, admissions & fundraising software).
- Reviews monthly financial statements for accuracy and completeness.
- Assist with annual financial audit preparation.
- Creates reporting, analyzes information and provides reports as requested.
- Shares knowledge of finance function with departments in common terms (not only finance jargon).
- Is a connector - builds relationships with departments outside of the accounting department.
- Advocate for equity and accountability within spending for departments. With knowledge of spending apply equity lens for suggestions on more equitable vendors/consultants/etc. Work with the equity team to outline processes.
- Promotes and supports Institutional equity and inclusion goals by considering E&I in the greater goals of the department. Does essential functions upholding the Museum in positive light and Institutional values.

### **Secondary or Additional Responsibilities**

- Additional responsibilities may include special projects as assigned by the Controller or CFO.
- May help train other staff or provide backup to other accounting positions for vacation coverages.
- Performs other related duties as assigned.

### **Supervisory Responsibilities**

- Position does not oversee staff
- Decision making authority: Decisions are made within prescribed operating guidelines
- Partial budgetary preparation/compliance accountability
- Makes recommendations for long term planning

### **Institutional Responsibilities**

- Support the Museum's mission, vision and core values of creativity, connection, equity, learning, accessibility and accountability.
- Contribute to and support the PAM strategic plan, annual priorities, and institutional initiatives such as diversity, equity, inclusion and access.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.

- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Use the equity lens in decision making. Promote equity and inclusion goals and have a “people first” mindset.

**Required Knowledge & Skills, Education, Formal & Informal Experience, Training Required, Certification, Etc.**

- If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.
- Bachelor’s degree in accounting or equivalent combination of education and experience in accounting.
- Five to eight years relevant work experience including month-end close management, preparation of journal entries, general ledger account reconciliations, fixed assets maintenance, endowment, budget preparation, restricted transfers, Accounts Payable, Payroll, and preparation of annual audit documentation.
- Demonstrated application of Generally Accepted Accounting Principles and familiar with fund accounting.
- Acumen in analyzing accounts and accounting relationships that result in complex accounting entries.
- Experience preparing financial statements and reports.
- High level of experience in word processing, excel spreadsheets, flowcharting and computer systems.
- Must be accurate, detail-oriented, skilled in data entry, have time management skills, able to prioritize assigned tasks, and a multi-tasker.
- Strong written and verbal communication skills.
- Comfortable working with minimal supervision utilizing problem analysis and problem-solving skills.
- Knowledge of Blackbaud financial software is beneficial, but not required.
- Actively participate in promoting the Museum’s equity, inclusion and access goals.

**Job Conditions**

- Schedule/Hours: M-F
- Travel: None
- Overtime: None
- Extensive computer work
- COVID-19: The Accounting office is currently working a combination of onsite and remote

## Physical Activities

- Talking
- User of fingers
- Repetitive motion of hands/wrists
- Sitting
- Hearing
- Carrying / Lifting up to 5lbs.

## Compensation, Benefits & Perks

- This role is exempt, full-time
- Budgeted compensation is \$53,089.40 - \$63,700, depending on experience. The role is in pay grade J (Min \$53,089.40 -Mid \$63,700 -Max \$74,328.80).
- Affinity groups -- BIPOC & White Learning Space
  - Buddy system for BIPOC new hires
  - Annual BIPOC TLC retreat
- Health Care (medical, dental, vision, pharmacy)
- Life Insurance (employer-paid life, AD&D, and long-term disability insurance & employee paid voluntary life and short-term disability)
- Retirement (401k plan, please note no employer match currently)
- Paid Time Off (6 paid holidays, 2 floating holidays to allow employees to meet their own religious observances and uphold value of equity and inclusion, vacation time, sick time, jury duty, and bereavement leave)
- Flexible spending accounts
- Employee assistance program: free, confidential counseling for employees and family
- Discounted TriMet or C-Tran passes
- Bike to work benefit
- Complimentary admission to the Museum for employee and guest(s) accompanied by you
- Access to Museum lectures and programs
- Discounts at Museum Shop
- R.E.A.P (Reciprocal Employee Attraction Pass) card for full and part-time employees, providing free general admission to local destinations

## Application Process

To apply online visit: [www.portlandartmuseum.org/careers](http://www.portlandartmuseum.org/careers) follow the link to create a profile. Resumes received without completed employment application will not be considered. For questions or accommodation please contact [hr@pam.org](mailto:hr@pam.org).

Please attach a cover letter and in addition, we ask that applicants answer the questions within the application. The Museum engages an equity hiring committee to review applications.

Closing date June 4, 2021.

### **About the Portland Art Museum**

Founded in 1892, the Portland Art Museum is one of the oldest art museums in the United States and the oldest in the Pacific Northwest. The Museum's collection of 42,000 objects reflects the history of art from ancient times to today. The collection is distinguished for its holdings of arts of the native peoples of North America; modern and contemporary art; Asian and American art; photographs, prints, and drawings; and English silver.

With more than 112,000 square feet of gallery space, the Museum ranks in the top 25 museums in the country with the most gallery and exhibition space. An active collecting institution, the Museum dedicates 90 percent of its gallery space to its [permanent collection](#). In addition to its permanent collection, the Museum is recognized for its [special exhibitions](#) and intimate exhibition series, including the APEX program, a contemporary art series, and presentations in the Gilkey Center galleries.

Annual [membership](#) consists of 16,000 member households, representing more than 92,000 individuals. More than 350,000 visitors are welcomed annually, including more than 50,000 schoolchildren.

The Museum's annual operating budget is approximately \$13.5 million. The galleries hours have been modified due to COVID-19 and typically open four days a week (Thursday through Sunday).

### **About the Northwest Film Center**

The Museum's sister organization, established in 1971, the Northwest Film Center is a Portland, Oregon-based year-round organization and space where artists and audiences explore our region and the world through cinema and cinematic storytelling in all its forms.

Our mission is to expand the reach of cinema as an art form and challenge for whom, by whom, and how stories can be told. Through our screenings, events, guest speaker programs, classes, and workshops, audiences and artists form vital connections that

bind our community and encourage a more vibrant, accessible, and diverse media-arts ecosystem.

The Northwest Film Center acts as an advocate for pioneering filmmakers and artists, giving a platform to voices that might not otherwise be heard and serves as a catalyst for cultural appreciation, conversation, collaboration, and community-building around new ways of seeing locally and globally. For more information, visit [www.nwfilm.org](http://www.nwfilm.org).