Accounts Receivable Coordinator

(Part-time to Full-time)

Responsibilities:

The Morgan Library & Museum seeks an Accounts Receivable Coordinator, who will be responsible for all aspects of processing cash receipts. Duties include but are not limited to processing checks, credit card payments and wires, posting to the general ledger, reviewing and processing Visitor Services daily receipts, collecting account receivables for the Shop, counting cash, updating spreadsheets, and reconciling bank statements. The incumbent will need to resolve discrepancies when they occur. This position will report to the Controller.

Due to lower volume of activity during COVID-19, this position will start out as part-time and become full-time as volume increases.

The Morgan Library & Museum is committed to diversity and is proud to be an equal opportunity employer.

Qualifications:

• At least 2-4 years of work-related skill, knowledge or experience. Education can be substituted for experience.
• Bachelors or Associates Degree in Accounting is preferred.
• Strong proficiency in MS Excel with a demonstrated skill in creating and formatting Excel spreadsheets. Comfort with email and calendar systems.
• Strong analytical and problem solving skills.
• Experience with Abila MIP accounting software a plus.
• Proven ability to work well independently, but also be able to work in a team environment.
• Strong organization skills with the ability to prioritize, meet deadlines and pay close attention to details.
• Good written communication skills, including the ability to write business-style email messages.
• Ability to work for extended periods on a computer, and lift and move boxes (up to 20 lbs.) of vendor files as needed.

Compensation:

Annual salary $42,000 to $48,000. Excellent benefits.

To apply:

Interested applicants should e-mail cover letter with salary requirements and resume to:
hrfinance@themorgan.org
The Morgan Library & Museum receives many applications and inquiries for employment. Unfortunately, we are not able to respond to all of them. Due to the high volume of applicants, we can contact only those candidates whose skills and background best fit our needs. Qualified candidates of diverse backgrounds are encouraged to apply for the position using the e-mail address indicated above.

The Morgan is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity laws. The Morgan provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, marital status, military or veteran status, domestic violence victim status or any other basis prohibited by applicable federal, state, and/or local laws.