

Guild Hall of East Hampton Inc.
Job Description – Accountant

The Accountant is a full-time position reporting to the Deputy Director.

Duties and Responsibilities:

- Verify, validate and post cash receipts. Record revenue and receivables, working closely with the Assistant to the Deputy Director and Development Team. Reconcile revenue and receivables between Financial Edge(FE) and Raisers Edge(RE). Reconcile FE box office income with Ovation ticketing software.
- Prepare accruals, prepaid expense and deferred revenue journal entries and reconcile accounts.
- Perform balance sheet account analysis and reconciliations quarterly.
- Prepare all journal entries.
- Coordinate quarterly and annual close.
- Maintain fixed asset module in FE, calculate and record depreciation, maintain Capital Improvement records for the institution.
- Handle payroll and payroll tax reporting, serve as primary operational contact with ADP, administer ADP software, and design and issue needed payroll reports. Prepare hiring and salary change approvals as well as all government forms required for payroll and employee onboarding. Maintain payroll files.
- Provision of financial information and data for grant applications and grant final reports as requested by Development; completion of all forms required of Finance department related to grants.
- Follows GAAP and the internal controls procedures, identifying any issues that require attention, communicates same to Deputy Director.
- Prepare checks, based on guidance from Deputy Director regarding payment priority.
- Perform bank statement reconciliations on all accounts other than the main operating account, which is handled by a volunteer. Oversee and facilitate the work of the bank statement reconciliation volunteer on the main operating account. Communicate discrepancies or problems to Deputy Director, review reconciliations monthly.
- Coordinate annual Flexible Spending Account enrollment.
- Handle NYS sales tax reporting.
- Perform annual 1099 reporting process for vendors and filing with IRS, working closely with Assistant to the Deputy Director.

- Assist Shop Manager with year-end Shop inventory and process quarterly and annual inventory and cost of goods sold entries as required.
- Handle workers compensation audit.
- Prepare items for the audit and tax return as required and coordinate the daily work of the auditors while on site.
- Complete training in Financial Edge as assigned.
- Develop solid expertise in the Visual Chart Organizer and Query process in Financial Edge with the goal of developing and maintaining reports and querying the database to improve work processes within the department.
- Assist Deputy Director and staff with budgeting and forecasting as requested.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive information and issues.
- Other duties, research and special projects as assigned.