

## **Illinois Holocaust Museum & Education Center**

**Position Title:** Accounting and Operations Clerk (Non-Exempt)

**Reports to:** Controller

### **About the Museum:**

Illinois Holocaust Museum & Education Center (IHMEC) uses the history and lessons of the Holocaust to transform the future - to equip students, educators and public visitors with knowledge, skills, and courage to take a stand for humanity. The Museum currently welcomes and touches the lives of more than 200,000 people of all ages, nationalities and cultural backgrounds each year. We empower them to become Upstanders for social justice, to speak out against intolerance and genocide, and to lead by example. We do this through cutting-edge exhibitions, innovative public programming, high-quality student and educator services, and partnerships with arts and cultural organizations, educational institutions, and law enforcement agencies.

### **The Position:**

Reporting to the Controller, the Accounting and Operations Clerk is critical to the execution of the daily accounting function of the Museum and, as such, the successful candidate must work efficiently and effectively in a fast-paced and multi-faceted environment. This is a great position to master a variety of accounting and operational processes while supporting a critically important mission. This individual will bring poise and diplomacy to their interactions with colleagues, board members, donors, visitors, and all other members of the IHMEC community. Additionally, they will bring creativity and ingenuity to help further automate processes. The position offers a competitive salary and a positive work environment.

### **Specific job responsibilities include, but are not limited to:**

#### **Accounting:**

- Manage accounts payable process, including allocation of expenses to accounts, departments, grants; obtaining appropriate approvals; and maintaining a high standard of accuracy.
- Perform monthly general ledger account reconciliations and analysis
- Prepare and enter assigned monthly standard and adjusting journal entries
- Assist with grant reporting requirements
- Assist in the annual independent audit process
- Assist with streamlining processes through automation, including assisting with system assessments, testing, and implementation
- Assist with payroll and HR related tasks
- Perform other tasks and duties as assigned

#### **Operations:**

- Provide front of house (i.e. Admissions, Legacy Shop, etc.) support and customer service when needed, including occasional support on weekends
- Perform reporting and analysis of operational data, such as memberships and attendance

- Manage operator phone line calls, presenting a high standard of customer service
- Complete any special projects as assigned

### **Minimum Job Qualifications**

- Bachelor's degree in Accounting or equivalent in experience
- Strong interpersonal and organizational skills
- Excellent oral and written communication skills
- Strong computer skills, including advanced level of Microsoft Excel;
- Experience with Quickbooks and Altru a plus
- Ability to work evenings and weekends as needed

### **WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** Ability to sit for prolonged periods at a desk. Use fine motor skills to work on a computer. Occasionally, stoop, bend, twist to retrieve or put away files. Able to effectively communicate in either verbal or written formats. May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; and to reach both above and below shoulder height.
- **Work Environment:** While performing the duties of this job, the employee is exposed to primarily office and museum conditions prevalent at the time. The noise level in the work environment is usually moderate.
- This position works in the office initially 5 days per week, however, this is subject to change.

### **To Apply:**

Interested applicants should email a cover letter and resume to [jobs@ilhmec.org](mailto:jobs@ilhmec.org).