

NEW YORK TRANSIT MUSEUM

JOB TITLE: Accounting Manager (Full-time)

New York Transit Museum, Brooklyn, NY

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever- evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year. The New York Transit Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in an historic 1936 subway station in Downtown Brooklyn, has grown in scope and popularity. The museum also maintains a gallery annex at Grand Central Terminal, an archive, and an off-site 14,000 square foot collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

SUMMARY

Responsible for the coordination of the accounting function of the New York Transit Museum and additional support for ancillary activities such as Retail, Human Resources, Facilities Management, and General Administrative Functions.

OVERVIEW

The Accounting Manager is responsible for the oversight of the financial activities of the New York Transit Museum. In support of the Museum's senior staff, this position helps to develop and implement the annual budget, prepares financial statements, and works with the Metropolitan Transportation Authority (MTA) and others to reconcile financial information and ensure optimal business performance for NYTM.

HOURS- Monday Through Friday 9:00 -5:30

COMPENSATION

\$75,000 - \$85,000 Annual

RESPONSIBILITIES

- Manages the accounting and bookkeeping activities within the Museum.
- Participates in the development of short and long-term financial goals and objectives for the New York Transit Museum annual budgets.
- Reviews and analyzes revenue and expense accounts and forecast data to determine progress toward stated goals and objectives. Reviews findings with management.
- Prepares and presents monthly, quarterly, and annual financial reports
- Ensures that records are properly maintained for all financial transactions and that all reporting of these transactions, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, general ledger accounts, and other items pertinent to Friends of the New York Transit Museum are done in accordance with non-profit accounting standards.

- Acts as a liaison to MTA on budget, accounting and reconciliation of revenue and expenses
- Works with staff across the Museum in all departments.
- May perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree required
- Minimum of 5-7 years related experience in accounting, bookkeeping, and financial management, in a small to mid-sized nonprofit organization. Working Knowledge of Fund EZ or similar accounting software, non-profit accounting standards, and revenue tracking using Altru or a similar platform.
- Excellent analytical and communication skills
- A general curiosity about the New York Transit Museum and support of its mission
- Enthusiasm, flexibility, and ability to work in a team-oriented environment

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.

Please apply at: <https://app.trinethire.com/companies/254922-friends-of-the-ny-transit-muse/jobs/84611-accounting-manager>

New York Transit Museum.

COVID-19 VACCINE REQUIREMENT:

In accordance with NYC law and in order to protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.