



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Monet, Corot, Morisot, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbusters to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum's growing collection. With 17,000 square feet in collections galleries and 7700 square feet for temporary exhibitions (including a more intimately scaled Works on Paper gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System. About 6,000 public school students attend the MFA each year as part of their 6<sup>th</sup> grade social studies curriculum.

## **ACCOUNTING ASSISTANT (PART-TIME)**

### **ESSENTIAL DUTIES AND TASKS**

The primary role of the Accounting Assistant is to support the Chief Financial Officer in a variety of duties.

#### Accounts payable

- Coordinate approval of invoices
- Process approved invoices for payment, including creating vendor records and checking for accuracy
- Mail checks to vendors
- Maintain files
- Respond to vendor and staff requests for account information

#### Human Resources

- Maintain employee records
- Follow-up with staff as needed to obtain required information
- Assist with new hire forms, backgrounds checks and benefit enrollment
- Assist with time management system, including set-up and processing reports
- Assist with employee requests

#### Accounting

- Assist with preparation of various reports
- Prepare and post deposits
- Prepare bank reconciliations
- File monthly sales tax return
- Assist with budgets and projections
- Organize and maintain files
- Assist with annual audit as needed
- Perform related duties as assigned by supervisor

#### General

- Able to work a flexible schedule
- Work with confidential information
- Possess analytical abilities and aptitude in problem solving
- Maintain compliance with all company policies and procedures

## **PHYSICAL REQUIREMENTS**

- Able to sit for extended periods of time on a daily basis
- Able to lift up to 10 lbs
- Able to carry files occasionally
- Able to walk and/or stand up to two hours per day
- Able to constantly operate a computer and other office productivity machinery
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

## **EDUCATION AND EXPERIENCE**

- Three to five years of accounting experience, including accounting software
- Non-profit experience is preferred
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- High school diploma or GED required

### **To Apply:**

**Please submit your resume and a cover letter with salary requirements via email to: [hr@mfastpete.org](mailto:hr@mfastpete.org), or mail to the following address:**

**Human Resources  
Museum of Fine Arts  
255 Beach Drive N.E.  
St. Petersburg, FL 33701-3498**