



Job Title: Accountant

Job Location: Historic Deerfield, Massachusetts (Hybrid/Remote options available per company policy)

Position Type: Full-Time, Benefit-Eligible

Reports To: Vice President, Finance & Administration

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### **Job Summary**

The Accountant in the Business Office is responsible for managing all aspects of accounts payable, cash deposits, corporate credit card program, and remittance of sales and use taxes. Additionally, the Accountant prepares account reconciliations, conducts analysis, and supports the Business Office with other accounting and administrative duties. Cross-trained to assist in human resources and payroll functions, this role is a key player within the Business Office team. This is a full-time, benefit-eligible position reporting to the Vice President, Finance & Administration.

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### **Core Duties**

#### Accounts Payable

- Review and enter all invoices for payment and process weekly check runs
- Maintain accurate accounts payable records
- Ensure appropriate tax information is on file for all vendors
- Process annual Forms 1099
- Submit electronic invoice payments as needed
- Manage the corporate credit card program(s)
- Remit state sales and use tax payments
- Oversee unclaimed property management

#### Revenue and Cash Receipts

- Record cash receipts and make daily bank deposits
- Book revenue to the general ledger

#### Accounting

- Create and enter journal entries
- Complete account reconciliations
- Prepare account analyses for audits or other purposes

## Other Responsibilities

- Perform customer service functions for the Business Office
  - Serve as cross-trained support for human resources and payroll functions
  - Assist with special projects and other duties as assigned
  - Serve as a backup for other Business Office team members
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## Knowledge, Skills, and Abilities

- Minimum of two years of accounting or accounts payable experience (non-profit experience is a plus)
  - Knowledge of federal and state tax regulations related to vendor payments
  - Strong attention to detail and accuracy
  - High level of customer service and diplomacy; excellent interpersonal skills
  - Integrity, ethics, and respect for confidentiality
  - Proficiency with Microsoft Office Suite and other software (e.g., database management, electronics)
  - Ability to work independently and as part of a team
  - Proven ability to multitask and handle various assignments simultaneously
  - Ability to maintain concentration and analytical judgment while managing multiple interrelated tasks
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## Physical Requirements

- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and engage in light/fine manipulation
- Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, and write by hand
- Ability to sort/file paperwork and perform general office tasks

Note: Consistent with its obligations under the law, Historic Deerfield will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

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## Working Conditions

- Work is primarily performed in an office environment
  - Occasional travel to campus departments/buildings or local off-campus locations
  - This position may be eligible for a limited telework arrangement in compliance with the organization's Telework Policy
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## **About Historic Deerfield**

Historic Deerfield is a nationally renowned cultural history museum located in an authentic 18th-century New England village in the Connecticut River Valley of Massachusetts. Our historic houses and world-class collection of early American decorative arts inspire visitors to explore new perspectives, fostering a deeper understanding of themselves, their communities, and the world.