

# THE JOSLYN

## FINANCE

### Job Title

Finance Coordinator

### Employment Status

Part-Time | Non-Exempt

\*25-30 Hours per Week

### Schedule Options:

- Monday, Tuesday, Thursday, Friday
- Monday, Tuesday, Wednesday, Thursday

*\*Other: Determine a schedule that works for all parties.*

### Location

On-site | In-Person

### Reporting Responsibility

Director of Finance

### Position Summary

Supports the efficient operation of nonprofit finance functions by performing a range of administrative and financial tasks. Responsibilities include maintaining and reviewing fiscal records, assisting with budget preparation and monitoring, supporting audit processes, and processing financial documents to ensure accurate reporting and compliance.

### Major Duties

- Prepares and records daily cash receipts from the ALTRU and Shopify systems, verifies deposits, and reconciles discrepancies as needed
- Assigns vendor invoices through Concur for departmental coding and approval, processes payments, and distributes checks to vendors or staff
- Enters and reconciles monthly employee credit card transactions
- Trains staff on accounts payable and credit card procedures and provides support for related questions and vendor communication
- Maintains and reconciles mail and copy center accounts
- Manages W-9 records and prepares 1099 forms at year-end
- Files monthly sales and use tax with the State of Nebraska and submits annual escheatment reports
- Enters interdepartmental transfers and internal charges accurately and on time
- Calculates and enters month-end inventory adjustments for the Museum Shop
- Handles daily cash tasks for the Finance department, including preparing deposits, reviewing Positive Pay and ACH exceptions, and resolving items as appropriate
- Monitors cash flow in coordination with the Director of Finance to ensure adequate funds are available for payroll and disbursements
- Assists with monthly and annual financial reporting by gathering data, reconciling accounts, and tracking restricted funds
- Supports budget development and audit preparation through data collection, analysis, and reconciliation
- Completes financial analysis projects to support forecasting and strategic planning
- Assists with payroll and benefits administration as needed
- Adhere to policies and procedures as outlined in the Employee Handbook
- Other duties related to your department as assigned

## Minimum Qualifications

- High school diploma or equivalent required; degree in accounting or related field preferred.
- Minimum of 2 years of experience in accounting or finance
- Strong attention to detail, with solid math and communication skills
- Ability to manage multiple tasks accurately and exercise sound judgment
- Must successfully complete background and credit checks

## Preferred Qualifications

- Experience in nonprofit finance
- College-level coursework in accounting or finance
- Knowledge of nonprofit and fund accounting principles
- Familiarity with accounts payable software
- Experience with FE or FE-NXT systems

## Compensation

Salary: \$23.00, Hourly

*Reasonable accommodations will be provided for qualified individuals in compliance with federal, state, and local laws. If you require an accommodation to participate in the hiring process, perform the essential functions of the job, or access other employment details, please contact [careers@joslyn.org](mailto:careers@joslyn.org).*

## To Apply

**PLEASE SUBMIT YOUR COVER LETTER AND RESUME VIA EMAIL TO [CAREERS@JOSLYN.ORG](mailto:CAREERS@JOSLYN.ORG), AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE.** Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

## Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.