



STAFF ACCOUNTANT (FT)

Job Summary:

The Staff Accountant is a very important member of the Country Music Foundation, Inc. accounting team. The Staff Accountant is an entry-level, full-time position reporting to the Senior Accounting Manager. The Country Music Foundation, Inc. is a 501 (c) (3) educational organization that operates the Country Music Hall of Fame® and Museum, Historic RCA Studio B, Hatch Show Print, Circa, Museum Store, Haley Gallery, Hatch Retail, and Two Twenty Two Grill & Catering.

Role Summary:

Accurately and timely accounts for and records revenue and inter-company transactions for the internal restaurant; processes accounts payable documents for the internal restaurant and catering division; prepares and records journal entries as needed in the reconciliation process; maintains the fixed asset module; and assists with special projects as needed.

This is accomplished by:

- Recording and reconciling bank deposits and revenues for the internal restaurant
- Reviewing and processing invoices/check requests for payment related to restaurant and catering
- Reconciling monthly statements from vendors and following up with vendors as needed
- Preparing and recording journal entries related to the restaurant and catering
- Preparing account reconciliations
- Records new fixed assets, disposals of fixed assets, and depreciation entry monthly
- Backup processor of Accounts Payable documents for CMF
- Assisting with special projects as requested

Key Qualifications:

- BBA or BA degree with a major in accounting from an accredited university
- Proficiency in Microsoft Office Excel required. Proficiency in Microsoft Dynamics SL (Solomon) desired
- Must possess strong analytical ability, strong math skills, customer service, verbal and written communication skills and problem solving skills. Must be able to handle multiple tasks in a fast paced, professional, fun environment
- Position subject to satisfactory completion of a background check

Additional Information:

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

To apply for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to hresources@countrymusichalloffame.org. Do to the high volume of applications, only candidates who enter the interview process will receive communications from the Museum. **No phone calls please.**