

To apply: Please send resume in a single PDF file to jackie@mtrushmore.org with the subject line “your name – Mount Rushmore Society Accounting Assistant”.



Accounting Assistant opportunity

- **Reports to Director of Finance**
- **Prepare financial documents and provide accounting support for organization**
- **Exempt/Non-Exempt Status: Non-Exempt, Part-Time, 24- 30 hours, flexible**

Summary: Mount Rushmore Society (MRS) is the official nonprofit partner (501-c-3) of Mount Rushmore National Memorial. We partner with the National Park Service to create memorable opportunities for diverse audiences to experience Mount Rushmore National Memorial. Our mission of support through fundraising measures and retail outlets will ensure a world class visitor experience and preservation of this iconic American symbol into the future. This position is located in Rapid City, South Dakota, with occasional work done at Mount Rushmore National Memorial.

Our team members must impart sustained support and enthusiasm for the mission-driven work of MRS. This position reports to the Director of Finance and will work in a supporting role to produce accurate financial documents for the organization and help ensure proper segregation of duties.

Purpose/Brief Description:

- Work with the Director of Finance to ensure the timely preparation of committee and board reports; coordinate with the Director of Finance to plan and complete required financial audits.
- Ensure office procedures comply with recommended internal controls practices.
- Prepare accounts payable and accounts receivable documents.
- Process payments and issue checks.
- Prepare monthly bank reconciliation.
- Prepare sales tax reports.
- Post financial data to accounts, including daily sales reports.
- Assist with adjustments to the general ledger.

- Assist with month-end close process.
- Perform inventory counts at retail locations.
- Provide retail support for Mount Rushmore Society store on Main Street.
- Provide accounting support at Mount Rushmore National Memorial location as needed throughout the year.
- Provide general accounting assistance.

Knowledge and Experience Preferred:

- Associates Degree in Accounting with 3 years accounting experience.
- Experience with QuickBooks.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Working knowledge of MS Office products, including Excel, Word and Outlook.
- Excellent written and verbal communication skills.

Character Markers:

- Committed to continual learning and to advancing a culture of respect and inclusion.
- Optimism and enthusiasm for the mission-driven work of the Mount Rushmore Society is a must. Sense of humor is highly encouraged.
- Must show support and maintain positive relationships between NPS partners, co-workers, and board of directors.

Work Environment:

Primary location will be at 830 Main Street, Rapid City. Occasional travel will be required to Mount Rushmore National Memorial, Keystone warehouse, operations at Rapid City Regional Airport. IRS allowable reimbursements apply.

Code of Conduct:

If you have read this far and are still interested, please scroll to the last page. This is the list of characteristics, code of conduct guidelines, developed by the team of the Mount Rushmore Society, and represents our promises to each other. If you see yourself in this environment, please apply.

Position Announcement prepared by Jackie Spreizer, DOF on July 5, 2023. Position open until filled with the right candidate. jackie@mtrushmore.org www.mountrushmoresociety.com

TRUST
Mount_Rushmore_Society
patient
optimistic enthusiastic
ACCOUNTABILITY
encouraging grace inclusive RESPECT
professional fun FRIENDLY
curiosity
WORK+ETHIC
TEAMWORK
COMMUNICATION
KINDNESS
loyal