



Job Vacancy Controller

Part Time

Position Summary

As a member of the management team, the Controller is responsible to oversee the Museum's financial administration including the accounting, reporting and the annual audit of the Museum.

Education & Experience

- Completion of minimum third year in a registered accounting program or university business degree
- Minimum three years in accounts receivable, accounts payable, payroll, budgeting, Simply Accounting, Excel, and WordPerfect

Skills required

- sound judgement
- organized
- accurate
- ability to set priorities and meet deadlines

Days/Hours of Work

- This is a three day-a-week, salaried position
- 8:30 – 4:30 Monday – Friday (specific days to be decided) with occasional overtime required

Salary

- Full time equivalent of \$48,000 - \$52,000 depending on experience

To Apply

- Forward resume and letter outlining suitability for this position to the Executive Director at general@childrensmuseum.com

Deadline

- This position will remain open until a suitable candidate is found.