Position Title:
FLSA Classification: Full-Time, Exempt
The Country Music Hall of Fame® and Museum Department of Financial Services

The Country Music Hall of Fame® and Museum has an opening for a full-time exempt Staff Accountant in the Financial Services Department.

Company Overview: Located in the heart of downtown Nashville, the Country Music Hall of Fame® and Museum documents and interprets the history of country music—a musical genre and culture central to the identity of the city, the state, and the nation. Accredited by the American Alliance of Museums, the museum proudly combines subject expertise, ambitious research, and preservation of an unparalleled collection with expressions of creativity in music, art, and history. The museum collects artifacts that illustrate the evolving history and traditions of country music while providing diverse learning opportunities. The core exhibit follows the story of country music from its folk beginnings through its emergence as a commercial art form. Rotating exhibits examine a broad range of topics, from country classics to ultra-contemporary and emerging artists in American Currents. The museum owns Hatch Show Print, a letterpress print shop opened in 1879, and it operates Historic RCA Studio B, where Elvis Presley and many others recorded.

Departmental Overview: Our department is responsible for the preparation of timely and accurate financial reports. Our goal is to improve productivity, efficiency and the financial performance of the company, while adhering to internal control policies in safeguarding the company’s financial and other assets. To provide excellent customer service with everyone we interact with on a daily basis so that we may exceed their expectations.

Job Overview: The Staff Accountant will be responsible for assisting with the preparation of timely and accurate financial reports. This position will report to the Senior Accounting Manager.

Specific Job Duties:
- Recording daily deposits, bank transfers and credit card/bank fees
- Tracking and recording prepaid expenses
- Reconciling inventory and recording related Cost of Goods Sold
- Preparing account reconciliations and recording related journal entries
- Preparing various financial reports
- Assist with establishing/adhering to internal control policies
- Assisting with the annual budget process
- Accounting for royalty payables and receivables
- Assisting with special projects as needed

Minimum Qualifications:
- Bachelor’s degree with a major in accounting from an accredited university
- Proficiency in Microsoft Office Excel

Preferred Qualifications:
- Proficiency in Microsoft Dynamics SL (Solomon) a plus

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):
- 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
Conditions of Employment:
• Must pass a background check

Notes to Applicant:
• Due to the high volume of applications received for this position, hiring managers may only contact you if they are interested in scheduling an interview. Please refrain from calling to inquire about your status in the search.
• Please upload a resume, cover letter, when you applying for the position
• Applications are only accepted online on our career page
  https://countrymusichalloffame.org/index.php/contentpages/employment