



## **OPERATIONS & ACCOUNTING MANAGER**

Explore & More Children's Museum is seeking an experienced operations & accounting manager to run business operations for its location in East Aurora, New York and future home in downtown Buffalo at Canalside.

This dynamic accounting and operations professional must be highly organized with excellent customer service skills and the ability to meet a full range of operational responsibilities during a time of change, growth & relocation. The position requires three years prior business operations experience including finance/accounting, HR, payroll & general business administration. Extensive computer & technology skills (including financial accounting software) is expected. Our candidate is an operational leader with accounting experience and exemplary verbal, written and communication skills. You should possess an acute awareness of confidentiality requirements and a desire to wear many hats including support of the CEO. You should be self motivated, driven by process improvement, and thrive in a positive, energetic work environment. A college degree is preferred. This is a full time salaried position with benefits. Interested candidates please forward a letter of interest, resume and salary requirements to: [info@exploreandmore.org](mailto:info@exploreandmore.org) or apply via the job post on [Indeed.com](https://www.indeed.com).

Job Type: Full Time

Required Experience:

- Business Operations: 3 years
- Accounting: 3 years

Required License or Certification:

- Driver's License

Required Minimum Education:

- Bachelor's Degree preferred

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