

SENIOR ACCOUNTANT

Department: Finance and Operations
Reports To: CFO
FLSA Status: Exempt
Updated: 1/26/18

The Senior Accountant is a professional position that is charged with a variety of duties related to general accounting in the daily operation and month-end closing of the accounting records.

Job Duties:

1. Prepare Monthly Financial Statements.
2. Complete Budget to Actual variance analysis on a monthly basis.
3. Oversee and approve restricted fund accounting, reconciliations, and releases.
4. Perform analyses and reconciliations of all balance sheet accounts.
5. Prepare monthly journal entries related to inventory, fixed assets, pledges receivable, revenue recognition, investments and other.
6. Ensures the various accruals are analyzed and recorded for audit.
7. Review and post all cash receipts and accounts payable batches that are processed by other accounting staff members.
8. Assist with Treasury duties including managing ach positive pay, generating EFT reports, initiating or approving wires.
9. Adhere to internal control protocols of the general ledger environment.
10. Prepare for external audit including the preparation of work papers and analyses as needed.
11. Complete all IRS Form 990 and Form 990T support schedules for the external preparer.
12. Lead the annual budget process, creating the budget spreadsheet, communicating with other departments, and compiling the budget.
13. Work closely with the Grantwriter and Development Department staff to create and monitor Grant Budgets.
14. Assist with Multi-Year Budget Projections.
15. Review and approve state sales tax returns.
16. Assist CFO with special projects.
17. Other duties, projects, and analyses as assigned.

Key Requirements:

- Bachelor's degree in Accounting or Finance
- CPA preferred
- Approximately three years' relevant accounting experience
- Knowledge of the principles and practices of accounting and general business administration.
- Skilled in use of accounting software and Microsoft Excel.
- Ability to interact with all levels of museum staff.
- Ability to analyze financial data and interpret into narrative form.

Competencies:

1. Judgment/Decision Making
2. Communication – Oral
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org