



## Senior Accountant

Department: Finance  
Reports To: Chief Financial Officer  
FLSA Status: Exempt

### Summary

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

- Prepare Monthly Financial Statements.
- Complete Budget to Actual variance analysis on a monthly basis.
- Oversee and approve restricted fund accounting, reconciliations, and releases.
- Perform analyses and reconciliations of all balance sheet accounts.
- Prepare monthly journal entries related to inventory, fixed assets, pledges receivable, revenue recognition, investments, accruals and other.
- Review and post all cash receipts and accounts payable batches that are processed by other accounting staff members.
- Assist with Treasury duties including managing ach positive pay, generating EFT reports, and monitoring cleared checks.
- Adhere to internal control protocols of the general ledger environment.
- Prepare for external audit including the preparation of work papers and analyses as needed.
- Assist in completion of all IRS Form 990 and Form 990T support schedules for the external preparer.
- Participate in the annual budget process, creating the budget spreadsheet, communicating with other departments, and compiling the budget.
- Work closely with the Grant Writer and other staff to create and monitor Grant Budgets.
- Review and approve state sales tax returns.
- Assist CFO with special projects and other duties 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.
- Outstanding level of accuracy and attention to detail in performing accounting duties.
- 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 and Written
3. Organization/Planning
4. Business Literacy
5. Customer Service
6. Integrity
7. Initiative
8. Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to [resume@dhhrm.org](mailto:resume@dhhrm.org)