



## **Accounts Payable Clerk**

Department: Finance  
Reports To: Human Resources, A/P and Payroll Manager  
FLSA Status: Hourly, Non-Exempt  
Category: Part Time – 16-20 hours a week

### **Summary**

The Dallas Holocaust and Human Rights Museum seeks a part time Accounts Payable Clerk. The Accounts Payable Clerk will be responsible for the processing of invoices for the Museum. They will work directly with external vendors and internal staff regarding all Accounts Payable items. Must maintain confidentiality of all sales, profits, expenses, and personal information. This position is part time, non-exempt and will require 16-20 hours a week.

### **Job Duties**

- Process accounts payable using Blackbaud Financial Edge software
- Gather all invoices
- Accurately enter and process invoices with the proper general ledger code and dates
- Process check runs
- Mail checks same day as they are signed
- Create and upload check registers
- Investigate and reclass any coding errors
- Compile data for annual audit
- Gather and file W9s for new vendors
- Compile and maintain correct information for 1099's
- Process annual 1099s by due date
- Establish and maintain relationships with new and existing vendors
- Make sure vendors receive prompt, efficient and courteous attention.
- Process information in a professional and confidential manner.
- Foster an environment of teamwork and commitment to the Museum's mission
- Other duties and projects as assigned

### **Key Requirements**

- High School Diploma or GED required; Associates Degree in accounting preferred
- 2 years of similar work experience preferred
- Strong organizational skills.
- High attention to detail and accuracy.
- Strong time management and prioritization skills
- Ability to accurately process and interpret numerical data
- Ability to apply common sense to follow instructions furnished in written or oral form
- Proficiency with MS Office email
- Commitment to discretion when handling sensitive and confidential matters

- Can-do attitude, and
- Professional demeanor

### **Competencies**

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

### **Dallas Holocaust and Human Rights Museum Core Values**

**Respect:** We treat everyone with dignity and respect.

**Empathy:** We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

**Inclusivity:** We value people's differences and strive to make the Museum accessible to all.

**Excellence:** We work to perform at the highest possible level in everything we do.

**Integrity:** We act ethically and transparently.

**Courage:** We are Upstanders.

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)