

Position Available

Title: Senior Accountant
Reports To: Assistant Controller, Accounting
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Montrose Building, a non-smoking facility

Responsibilities:

Accessions Account:

- Monthly accessions statement preparation including journal entries, reconciliation and research
- Monthly Museum collectors reports including journal entries, reconciliation and research
- Preparation of annual audit schedules and journal entries

Operation Account:

- Maintain grant files, timesheets and reporting
- Prepares various surveys
- Preparation of monthly guild and docent statements and related reconciliations

Endowment Account:

- Preparation of custodial monthly activity journal entries
- Record and maintain endowment contributions and files
- Record monthly short-term distribution

Other:

- Supervise cashier
- Assist in budget, year end and audit process
- Perform other duties as assigned

Skills, Knowledge and Abilities:

- Microsoft Excel, Microsoft Word
- Strong accounting skills or significant course related work
- Detailed oriented and organized, able to prioritize, handle multiple tasks
- Committed to deadlines and goal oriented
- Ability to perform tasks with minimal supervision
- Strong oral and written communication skills

Education and Experience:

- B.A or B.B.A. in Accounting
- Minimum of 3 years of accounting experience

MFA *The Museum of Fine Arts, Houston*

How to Apply:

Send resume to Human Resources, Job 18-003-ACC, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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