



STAFF ACCOUNTANT – F/T

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

POSITION SUMMARY

The Staff Accountant assists the Controller in performing multiple duties related to the accounting functions of the Witte Museum. The Staff Accountant maintains, reconciles and analyzes accounting records, to include the preparation, review and approval of accounting related transactions. Additional requirements include meeting recurring demanding deadlines and facilitating collaborative and cooperative working relationships.

RESPONSIBILITIES

- Maintains and reconciles general ledger balances
- Prepares and records daily, monthly and yearly journal entries
- Prepares and distributes supporting department financial packets
- Prepares and maintains pledge schedules with supporting documentation, and other schedules as needed
- Prepares monthly bank reconciliations for multiple bank accounts
- Prepares, reviews and approves daily and monthly revenue recognition to include revenue from development, admissions, events, memberships, etcetera
- Responsible for tracking, reconciling and recording all credit card activity
- Works closely with each department and the accounting team to prepare, record, and monitor the Operating Budget
- Performs assigned duties related to the accounting functions of team projects and monitors project budgets
- Assists with preparation for the annual financial audit
- Assists in maintaining internal controls, policies and procedures, and current state and federal requirements related to non-profit accounting
- Perform additional functions related to office activities
- Other projects as assigned by the CEO and President, CFO and Controller

EDUCATION

- Required: Bachelor's Degree (BA, BS) in Business or Accounting

EXPERIENCE AND SKILLS

- 2-5 years relevant experience in non-profit accounting required
- Excellent planning, organizational, and time management skills
- Excellent oral and written communication skills
- Must be detail-oriented with excellent organizational and research skills
- Experience in preparing supporting schedules and account reconciliations on balance sheet and income statement line items
- Ability to work independently and as a team member

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org