

# Job Announcement

## Staff Accountant

### Position Summary

Under the direction of the Accounting Manager and Chief Financial Officer, the Staff Accountant will perform a variety of accounting tasks. A key member of the museum's financial department, the Staff Accountant will assume a tactical role in the organization, fostering a culture of innovation, inclusion, accountability, and continuous improvement within department and across teams. This position has no direct reports.

### Responsibilities

Functions may include, but are not limited to:

- Complete monthly Morgan Stanley investment bank reconciliation.
- Assist the Deputy Director with the annual NMWA audit.
- Support Deputy Director by taking minutes and preparing final minutes for distribution for Investment Committee, Finance Committee, Audit Committee, and Capital Campaign Budget Oversight Committee.
- Oversee the receivable check and money order deposit scanning system.
- Maintain financial data entry of merchant transaction in different monthly spreadsheets from various sources.
- Calculate and fill DC sales tax return for NMWA.
- Maintain a historical filing system for Cash Disbursements, Various Bank Binders, and Daily Shop Sales.
- Archiving of past fiscal year Cash Disbursements, miscellaneous credits (in-house credit cards), Daily Shop Sales, Bank Accounts Reconciled Binders.
- Review and reconcile the following financial bank statements each month:
  - Two (2) Truist bank accounts
  - Five (5) Sandy Spring bank accounts
  - One (1) Wells Fargo Charity Gift Annuity account
  - Ten (10) Morgan Stanley Accounts
- Provide accounting and financial reports and documents as needed by auditors and staff.

### Qualifications

This position requires at least two years of accounting or bookkeeping experience, preferably with a small to mid-size organization. An undergraduate degree in accounting or related field is desirable. The ideal candidate will have the following qualifications:

- Strong aptitude with numbers
- Advanced Excel user
- Experience with Sage software
- Experience with Tessitura software
- Experience reconciling bank or investment accounts
- Excellent organizational skills and strong attention to detail

- Ability to work effectively and efficiently across a wide range of departments and people
- Strong interpersonal skills and customer service skills with a high degree of diplomacy
- Commitment to diversity, equity, accessibility, and inclusion (DEAI); knowledge of DEAI best practices and experience applying them a plus.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

## **Compensation**

The salary range for this position is \$60,000.- to \$65,000.- annually plus a benefits package. Compensation will be based on expertise and experience.

## **How to Apply**

Please apply through NMWA's job application. <https://jobs.localjobnetwork.com/apply/add/77573852>  
To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.