

Job Description

Job Title: Staff Accountant (FULL-TIME)

Reports to: Business Manager

Department: Finance

About The DuSable Museum of African American History

The DuSable Museum of African American History is one of the oldest institutions of its kind in the country. Our mission is to collect, preserve and display artifacts and objects that promote understanding and inspire appreciation of the achievements, contributions and experiences of African Americans through exhibits, programs and activities that illustrate African and African American history, culture and art.

Job Summary:

The Staff Accountant reports to the Business Manager and is an exempt salaried position. As a member of the Finance Department, the Staff Accountant performs technical accounting work in support of the museum and its departments, including professional accounting functions related to the examination, maintenance, preparation, reconciliation and analysis of financial statements, ledgers, journals and reports. For effective fiscal management of the museum, the incumbent will provide general accounting support, including support to staff.

Essential Duties/Job Functions:

- **Maintain general ledger accounts**
- **Reconcile bank accounts**
- **Process Accounts Payable & Accounts Receivable transactions**
- **Maintain depreciation file**
- **Create monthly department Income & Expense reports**
- **Complete 'other' duties as assigned**

Minimum Educational Qualifications & Required Skills:

- Four year degree in accounting or related field
- Fund Accounting and/or Not-for-profit experiences preferred
- Three years related work experience in Accounting
- Working knowledge of accounting software (e.g., Blackbaud Financial Edge/Altru, Fund-EZ)
- Strong Excel proficiency & analytical skills
- Accuracy and attention to detail in daily work
- Ability to meet communicated schedules and deadlines essential
- Excellent oral and written skills
- Confidentiality

Please email résumé, cover letter, and salary requirements to Leticia Ransom at lransom@dusablemuseum.org, with "Staff Accountant" in the subject line. No phone calls, please.

DuSable Museum of African American History is an Equal Opportunity Employer