



## JOB POSTING: ACCOUNTANT

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### ORGANIZATION

Humanities Texas is the state affiliate of the National Endowment for the Humanities. Our mission is to advance education through programs that improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning for all Texans.

### JOB SUMMARY

Humanities Texas seeks to hire an accountant with grants management experience. The accountant will support the financial integrity of the organization by managing federal, state, and private funds in accordance with sound accounting principles. The accountant will report to and work closely with the Deputy Director/CFO but will also work with staff across the organization.

### ACCOUNTANT RESPONSIBILITIES AND DUTIES

- Handle day-to-day bookkeeping.
- Perform monthly, quarterly, and annual accounting activities.
- Reconcile bank accounts and credit card statements.
- Prepare monthly budget reports tracking income and expenses per funding source.
- Analyze and prepare financial statements and budget reports.
- Allocate staff costs across multiple federal and state funding sources.
- Monitor cash flow and request funds from funding sources.
- Reconcile pass-through grant awards and balance grantee subsidiary schedules.
- Close the books at fiscal year-end.
- Prepare year-end schedules and reconciliations for independent annual audit.
- Prepare and propose budget changes as needed.
- Improve systems and procedures and present corrective actions.
- Manage an accounting system based on accrual method of accounting.
- Comply with the Office of Management and Budget Circular A-110, Uniform Administrative requirements for Grants, Circular A-110 and A-122 Cost Principles for Nonprofit Organizations.

The position will require general administrative responsibilities and, at peak periods, support of other Humanities Texas programs.

### PREFERRED QUALIFICATIONS

- Bachelor's or associate degree, preferably in accounting.
- Three to five years working as an accountant with grants administration experience in a similar role.
- Knowledge of generally accepted accounting principles, internal control procedures, and federal requirements.
- Experience with analyzing and interpreting financial records.
- Ability to apply sound judgement to resolve problems.
- Experience with QuickBooks, Microsoft Office Suite, and FileMaker Pro.
- Excellent written and verbal communication skills.

The full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan.

While Humanities Texas offers some remote work flexibility, we expect the accountant to have easy access to, and a regular presence in, our Austin office.

### **SALARY**

Annual salary of \$65–68K commensurate with experience.

### **HOW TO APPLY**

Please email resume, cover letter, and names of three professional references (all in PDF format) to [jobs@humanitiestexas.org](mailto:jobs@humanitiestexas.org) and specify “Accountant” in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer.

Posted June 26, 2024; review of applications will begin in mid-August; open until filled.