



Humanities Texas is the state affiliate of the National Endowment for the Humanities

JOB POSTING: ACCOUNTANT

Job Summary

Humanities Texas (HTx) seeks to hire an Accountant with grants management experience. HTx is a mission-driven not-for-profit organization that conducts educational programs across the state for people of all ages. 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 may also work with other staff.

Accountant Responsibilities and Duties

- Handle day-to-day bookkeeping
- Perform monthly, quarterly, and annual accounting activities including reconciliations of bank and credit card accounts
- Prepare monthly budget reports tracking income and expenses per funding source
- Manage accruals and balance subsidiary grant ledgers
- Analyze, report, and prepare financial statements
- Allocate staff costs across multiple public and private funding sources
- Assist in grant award administration and process related reports
- Assist with coordination and preparation of schedules for annual audit
- Improve systems and procedures and present corrective actions
- Comply with financial policies and state and federal laws and regulations

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

Preferred Qualifications

- BA/BS degree preferably in accounting
- Three to five years working as an accountant with grant management expertise in the nonprofit sector
- Excellent knowledge of accounting regulations and procedures including Generally Accepted Accounting Principles (GAAP)
- Experience with analyzing and interpreting financial records
- Ability to apply judgement to resolve problems
- Experience with QuickBooks preferred, Microsoft Office Suite of products and database software
- Excellent written and verbal communication skills

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

How to apply

Please email resume, cover letter, and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “Accountant” in the email subject line. You may also send materials to the address below. HTx will not accept submissions received via fax. Preliminary review of applications will begin immediately.

Accountant Search

Humanities Texas
1410 Rio Grande Street Austin, TX 78701

Humanities Texas is an equal opportunity employer.
Posted 10/1/2019; open until filled.