

**The Menil Collection
Employment Opportunity**

Title: *General Ledger Accountant*

Department: Finance

Reports to: Controller

General Responsibilities

Working under the supervision of the Controller, the General Ledger Accountant is responsible for assisting the Senior Accountant to ensure quality and effective record keeping and facilitate operations through other administrative assignments.

Specific Duties

1. Prepare asset, liability, and capital account entries by compiling and analyzing account information.
2. Assist with maintaining and updating all banks and investments accounts' activities schedules, cash flow reports and reconciliation for all bank accounts.
3. Assist with maintaining and updating the fixed assets and depreciation schedules.
4. Prepare schedules for the year-end tax returns.
5. Prepare audit schedules as assigned.
6. Prepare Accounts Receivable entries and maintain sub-ledger.
7. Review and post daily contribution batches from Raiser's Edge to general ledger.
8. Record other cash receipts, disbursements and other financial activity in general ledger.
9. Assist in preparing stock gift forms along with stock information, calculate the cost and notify the investment custodian when received.
10. Assist in maintaining contribution outstanding pledge records and reconcile Advancement's records to general ledger.
11. Assist in the preparation of monthly financial statements.
12. Prepare U.S. Census Bureau reports and file electronically.
13. Maintain journal entry files for the Menil foundation.
14. Assist Controller and Senior Accountant with special projects that require high level of detail and accuracy.
15. Other duties and special projects as assigned.

Experience

1. Knowledge of GAAP and full-cycle accounting.
2. 3-5 years of general ledger accounting with specific experience in fixed assets, depreciation schedules, investments and cash receipts.
3. Fund accounting and/or Not-for-Profit accounting a plus.
4. Proficiency using Microsoft Office software, especially intermediate to advanced level of Excel skills.

Qualifications

1. Bachelor's degree in Business with a focus in Accounting or Finance.
2. CPA or working towards CPA preferred.
3. Strong organizational and process skills as proven by the ability to manage multiple responsibilities by organizing and prioritizing work to meet required deadlines.
4. Proven ability to make good judgements and demonstrate effective decision making, with accuracy and attention to detail.
5. Strong contributor in team environments with willingness to assist with tasks at all levels.
6. Adaptable to change and motivated to perform quality work efficiently.
7. Uphold confidentiality and discretion with all sensitive matters.
8. Strong customer service skills.
9. Strong initiative and work ethic with willingness to implement continuous quality improvement.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.