

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Accountant</b>
<b>Reports to:</b>	<b>Vice President of Finance and Human Resource</b>
<b>Classification:</b>	<b>Full time/non-Exempt</b>
<b>Work Schedule:</b>	<b>Min. 40 hours per week; will be required to work occasional evenings and weekends</b>

### **Organizational Summary:**

With 14 locations across the globe, Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States in a global context. Expanding across the fields of arts, business, culture, education, and policy, the Asia Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future. Asia Society Texas Center (ASTC) operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

### **Position Overview:**

The Accountant will work in partnership with the Vice President of Finance and Human Resource to deliver accurate, organized, and detailed execution of all accounting related activities.

### **Responsibilities:**

- Maintain the bank accounts and ledgers of all financial accounts.
- Make bank deposits on regular basis and transfer funds per set policy to investment accounts.
- Record credit card transactions.
- Get timely approval and process Account Payable.
- Initiate transfers internal and external accounts to ensure payment of bills.
- Record investment transactions.
- Maintain active communication with the internal and external auditors.
- Prepare financial reports for audit and assist with audits (internal and external).
- Maintain financial files per archival policy in an organized manner to ensure institutional capacity.
- Assist Vice President of Finance and Human Resource to prepare and submit financial reports.
- Liaison with the finance department of the headquarters (Asia Society New York ) to ensure compliance with Global Operating Agreement.
- Assist Vice President of Finance and Human Resource to prepare financial reports for grants, annual report and other reports, as needed.
- Assist Vice President of Finance and Human Resource, President, Vice Presidents and department heads with the yearly budget.
- Maintain general ledger QuickBooks and petty cash account.
- Generate and send invoices and receipts for all the program and fundraising initiatives, and outstanding receivables for all of the Center's activities.

- Maintain staff time-sheets and communication with the payroll department/center.
- Oversee contracts with other businesses; evaluate and monitor vendor relationships.
- Assist Vice President of Finance and Human Resource to prepare annual 990 and 1099.
- Other duties as assigned by Vice President of Finance and Human Resource.

**Requirements:**

- Bachelor's degree in Accounting.
- 2+ years related experience preferred with formal accounting and payroll training.
- Must be extremely organized, resourceful and be a team player
- Must be able to multi-task and problem solve
- Strong computer skills required. Must have experience with QuickBooks. Fluency with Microsoft Office, especially EXCEL (high-intermediate level). Familiarity Raisers Edge helpful
- Familiarity with not-for-profit accounting concepts would be desirable

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**How to Apply:**

Please email your cover letter and resume indicating position and salary requirements to:

Human Resources Department, HRDept@asiasociety.org.

Indicate job title in the subject line.

*Resumes without cover letters will not be accepted.*

*No phone calls, please.*

*Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check*