



JOB DESCRIPTION

Job Title: Senior Accountant
Classification: Full-Time; Exempt
Compensation: \$45K-\$55K

Benefits: Paid time off, health insurance, competitive retirement benefits to eligible employees with non-elective employer contribution and employer match up to 5%

Schedule: Min. 40 hours per week; will be required to work some evenings and weekends
Reports to: Vice President of Finance and HR

ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

The Senior 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 and reconcile 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 review and process Account Payable.
- Initiate transfers internal and external accounts to ensure payment of bills.
- Record investment transactions.
- Maintain active communication with the external auditors.
- Assist with annual audit process.
- Maintain financial files per archival policy in an organized manner to ensure institutional capacity.
- 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 process.
- Maintain general ledger QuickBooks and reconcile petty cash account on monthly basis.
- Record daily transactions from Patron Manager.



- Generate and send invoices and receipts for all the program and fundraising initiatives, and outstanding receivables for all of the Center's activities.
- Collect and process staff time-sheets and PTOs, and communication with the payroll representative of the PEO company
- Assistant the process of agency annual insurance renewal process.
- 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.

QUALIFICATIONS:

- Bachelor's degree in Accounting.
- 3+ 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

PERSONAL CHARACTERISTICS:

Detail orientated; deadline driven; strong interpersonal skill

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

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.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.



HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications 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.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.