

**Menil Foundation, Inc.**

**Employment Opportunity**

**Title:** *Accounting Specialist*

**Department:** Finance

**Reports to:** Controller

**General Responsibilities**

Working under the supervision of the Controller, the Accounting Specialist is responsible for assisting the Accounting department to ensure quality and effective record keeping and facilitate operations through other administrative assignments.

**Specific Duties**

1. Review and verify approval on all invoices/check requests.
2. Ensure that all invoices and check requests include proper supporting documentation, such as approval and receipts as well as verify accuracy of invoice amounts and account codes.
3. Assist with completing monthly utility schedules and review for completeness and accuracy.
4. Update and maintain pending invoices status; contact Agency employees and/or vendors to resolve pending issues.
5. Assist Accounts Payable specialist with entering invoices into accounting software system and assist with processing bi-weekly check runs.
6. Assist in preparing general ledger schedules and subsequent journal entries.
7. Maintain vendor files for the Menil foundation.
8. Assist Controller with special projects that require high level of detail and accuracy.
9. Other duties as assigned.

**Experience**

1. Strong organizational and process skills as proven by the ability to manage multiple responsibilities by organizing and prioritizing work to meet required deadlines.
2. Attention to detail.
3. Ability to meet multiple deadlines.
4. Knowledge of basic fundraising techniques and strategies.
5. Strong contributor in team environments.

**Qualifications**

1. Associates degree in Business or Accounting, or High School Diploma with college course work, or specialized training in accounting or accounts payable.
2. At least three years of experience working in a not-for-profit environment required.
3. Proficiency using Microsoft Office software required; previous experience with Blackbaud Financial Edge software preferred.

4. Proven ability to make good judgements and demonstrate effective decision making, with accuracy and attention to detail.
5. Uphold confidentiality and discretion with all sensitive matters.
6. Strong customer service skills.
7. 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](mailto:smmaloch@menil.org).