



Announcement 10-SI-0134-OT

Vacancy: Accountant – Office of the Treasurer
Series Grade: IS-510-12/13
Salary: \$74,872 - \$100,904
Duty Location: Washington DC Metro Area
(1 vacancy) FULL TIME
Who May Apply: All qualified candidates may apply including individuals with a disability

THIS IS NOT A FEDERAL CIVIL SERVICE POSITION

Key Requirements:

- Pass Pre-employment Background Investigation
- May need to complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service

The Smithsonian Institution is a unique working and learning environment that offers you continuing awareness of the world's treasures in culture, art, and science. If your goals include challenging work, being a valued member of an organization, and participation in exciting opportunities for exploration, become a part of our staff. Enjoy family friendly benefits; a complimentary membership to the Resident Associate Program with discounts on hundreds of educational and cultural programs offered annually; discounts at Smithsonian membership programs, shops, and restaurants; and much more!

This position is located in the Office of the Treasurer which is responsible for setting up and monitoring endowments; evaluating, analyzing and developing funding for major non-Federal projects; long term cash flow planning; and risk management for the Smithsonian Institution.

Reporting to the Treasurer, the Accountant will assist the Senior Endowment and Accounting Analyst, provide accounting services to the Risk Management Division (RMD) and work on special projects for the Treasurer.

Major Duties include, but are not limited to, the following:

- Assists the Senior Endowment and Accounting Analyst by establishing new approved Endowment funds & administering and controlling existing funds. Enters data, generates reports, and analyzes and interprets the results from the Endowment Management System and ERP.
- Ensures compliance with GAAP, American Institute of Certified Public Accounts (AICPA) guidelines and ERP requirements.
- Supports the year-end closing functions, develops and prepares audit work papers and reports, answers inquiries, and provides guidance and instruction on proper reporting and presentation of audited financial statements.
- Develops accounting and reporting models, policies, procedures, and guidelines. Ensures compliance with established standards, and coordinates with various offices to ensure proper understanding and implementation.

- Supports the financial needs of the Risk Management Division including development of reports on all accounts related to risk management from the ERP system and reconciling them on a monthly basis. Provides backup for the billing activities of the office as needed.
- Develops and maintains reports and schedules, performs financial analysis related to selected major trust projects, and ensures proper recording of transactions. Reconciles data maintained in ERP, and partners to resolve discrepancies.
- Undertakes special, one-of-a-kind assignments to address and resolve complex issues as needed.

Qualifications and Evaluation:

Position requires strong, hands-on knowledge of Accounting principles and practices in a multi-faceted organization. Prior experience with Nonprofit Accounting preferred.

Candidate must have prior experience in and demonstrated knowledge of at least some of the following:

- GAAP, AICPA Guidelines, and related guidelines
- Financial analysis and reporting
- Budgeting techniques, guidelines and regulations
- Endowments and related investments

Candidate must have exceptional ability to learn and master new tasks. Outstanding analytical and negotiating skills required to provide outstanding customer service, consultation and collaboration with all levels of Smithsonian staff. Effective organization and time management skills and the ability to set/adapt to changing priorities are essential. The candidate must have outstanding verbal and written communication skills to communicate complex and technical information in a clear, concise manner. Candidate must have a creative approach to problem-solving and be detailed and results-oriented, with ability to identify issues and follow through with efficient, effective solutions. Must have demonstrated ability to develop policy and procedure, as well as the ability to interpret the impact of changing policy on the activities of the office.

Qualified Candidates will have 3+ years experience in a multifaceted organization and possess a Bachelors Degree in Accounting. CPA strongly desired.

PARTTIME OR UNPAID EXPERIENCE: Consideration will be given for appropriate unpaid work on the same basis as for paid experience. Part time experience will be considered on the basis of time actually spent in appropriate activities. To receive consideration for such experience you must indicate clearly the nature of the duties and responsibilities in each position held and the average number of hours per week spent in such employment.

Applicants, who wish to qualify based on education completed outside the United States, the education must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Competitive compensation and excellent benefits package

To apply: Please send resume and cover letter, including qualifications and salary history to:
apply_for_careers@hotmail.com

For more information about the Smithsonian please visit www.si.edu

The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.

Applicants are asked to complete and forward an optional Applicant Survey form available at
http://www.sih.si.edu/Forms/Applicant_Survey_Form.PDF.

Relocation will not be paid.