



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

Sr. Divisional Accountant Announcement Number SE-24-0102

OPEN DATE:	November 7, 2023
CLOSING DATE:	November 21, 2023
PAY BAND:	J
SALARY RANGE:	Up to \$87,000 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington, DC

Who may be considered for employment: Open to all qualified candidates eligible to work in the United States.

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- U.S. employment eligible without sponsorship

OVERVIEW

This position is a part of the Accounting department within Smithsonian Enterprises, reporting to either an Accounting Manager or the Assistant Controller. Incumbent is responsible for providing accounting and financial support, including the preparation, analysis, and interpretation of financial statements, maintenance of accounting records, and modification of accounting processes and procedures for the assigned division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Prepare and process journal entries (including Recurring, Manual, and Upload entries) with appropriate supporting documentation as backup and submit to manager for review and approval.
- Review trial balance for assigned division and prepare correcting/adjusting journal entries.
- Ensure revenue and expense recognition is in compliance with executed contracts, GAAP, and SE/SI Accounting Policies.
- Process and record divisional system interfaces; complete reconciliation schedule between Lawson financial system; report and resolve any variances or unusual activities.
- Review subledger activities including Cash, Accounts Payable, and Activity codes; reports and resolves issues timely.
- Complete monthly Journal Entry Checklist in compliance with the monthly calendar.

- Prepare monthly divisional financial statements and review with manager and Division Financial Manager.
- Perform assigned balance sheet account reconciliations, complete Balance Sheet Account Reconciliation Checklist and identify, explain, and resolve reconciling items over 30 days old.
- Maintain divisional schedules to support A/R, Prepaid/Deferred Income/Expense, Revenue and Expenses analysis.
- Identify and report Out-of-Period Adjustments.
- Prepare and provide analysis for Divisional Balance Sheets, P&L's, and Accounts Receivable Aging Reports; work with Division Finance Managers to resolve any issues.
- Train and mentor other staff as necessary in accounting procedures and processes.
- Prepare and participate in developing project plans as assigned.
- Document accounting procedures and processes for all areas of responsibilities; review, provide recommendations for improvements, and update existing procedures as necessary.
- Advise Financial Managers and staff on appropriate accounting policies and procedures.
- May serve a lead role in assigned projects, including the continuing study, upgrade, and modification of existing systems, and improvement and adjustment of internal control procedures.
- Participate in offsite physical inventories as assigned.
- Support internal and external audits by preparing and providing required analysis and/or supporting documentation for all areas of responsibilities.
- Act as a liaison with divisional managers to ensure their needs for accounting data are met.
- Other duties, as assigned.

Education/Knowledge /Qualifications:

Bachelor's degree (BS); and 6-8 years related experience and/or training in Finance, and Accounting.

- Knowledge of general accounting and good internal control practices.
- Ability to independently perform assignments using conventional methods and techniques.
- Knowledge of accounting systems and processes applicable to the accounting function.
- Meticulous attention to detail required, as well as reliability, accuracy and timeliness in performance of responsibilities.
- Experience gathering, assembling, consolidating, and analyzing data.
- Knowledge of and experience in applying generally accepted accounting principles, theories, techniques, and procedures.
- Excellent written and oral communication skills.
- Advanced level of technological, organizational, and analytical skills.
- Ability to establish and maintain effective relationships with and gain the cooperation of all levels of staff to resolve problems and provide advice and assistance.
- Proficient with Microsoft Office applications.

Applicants, who wish to qualify based on education completed outside the United States, 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.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world's largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises operates retail, media, product development, licensing and other services which promote the Smithsonian mission while generating an essential source of unrestricted funding for the Institution. By

providing products and services that reflect the mission of the museums and research centers, Smithsonian Enterprises plays a critical role in advancing the Institution's mission: the increase and diffusion of knowledge.

Smithsonian Enterprises encompasses *Smithsonian* magazine, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

Please forward a resume, salary requirements and cover letter to: Application materials submitted without salary information will not be considered.	SECareers@si.edu Please include the position title in the subject line.
Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you. Please complete the optional Trust Applicants Demographic Form at:

https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0102