

Senior Accountant

Posted Date: May 2026
Start Date: ASAP
Title: Senior Accountant
Department: Finance
Reports to: Controller
FLSA Status: Exempt
Schedule: Full-time; 35 hours/5 days a week

The Jewish Museum:

The Jewish Museum is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work. For more information, please visit www.TheJewishMuseum.org

The Position:

The Senior Accountant is a highly hands-on role responsible for executing the organization's core accounting functions, including the monthly close process, journal entries, balance sheet reconciliations, revenue activity, payroll and benefits accounting, and audit support. This individual owns key accounting processes end to end and must be comfortable working independently, managing deadlines, resolving discrepancies, and ensuring accuracy across the general ledger.

In addition to performing advanced accounting work, the Senior Accountant works closely with the Controller in a preparer/reviewer model, providing accurate, complete, and audit-ready workpapers that support timely review, financial reporting, quarterly closes, annual audits and decision-making. The role also supports revenue and accounts receivable processes, audit and compliance efforts, process documentation, and cross-functional coordination with departments such as Development, Retail, HR, and Operations.

This role is ideal for a detail-oriented, proactive individual who can effectively manage recurring accounting responsibilities while supporting process improvements and strong internal controls.



Key Responsibilities:

Monthly Close, Reconciliation & Accounting Operations

- Prepare key components of the monthly close process including journal entries, accruals, adjustments, and supporting schedules.
- Own assigned month-end reconciliations, including bank accounts, investment accounts, AP sub-ledgers, AR sub-ledgers, suspense accounts, payroll liabilities, accrued expenses, inventory, equipment leases, and other balance sheet accounts.
- Prepare payroll and benefit-related accounting entries for weekly and semi-monthly payrolls, including salaries, FSA, dependent care, health contributions, transit/parking, and 403(b)/457(b) submissions.
- Maintain the month-end close open-items tracker, ensuring outstanding items, reconciling differences, and process issues are identified, escalated to the Controller, and resolved in a timely manner.

Revenue, Receivables & Retail Accounting

- Record and reconcile multiple revenue streams – including gifts, admissions, membership, retail, credit card receipts, wires, checks, and pledge receivables – ensuring accuracy, GAAP compliance, and proper coding between Salesforce and Sage Intacct; coordinate with Development as needed to support gift coding, pledge activity, reporting, invoicing, cash receipts, and AR aging
- Support shop and retail accounting, including inventory adjustments, cost of goods sold entries, purchase voucher allocations, and related reconciliations.

Reporting, Analysis & Audit Support

- Prepare review-ready workpapers and supporting documentation for Controller review, ensuring deliverables are accurate, complete, well-organized, and audit-ready.
- Support the Controller with variance analysis by researching general ledger activity, investigating fluctuations, and preparing clear explanations for assigned accounts.
- Assist with audit requests in assigned areas and prepare supporting schedules and documentation for the financial statement audit, 403(b) audit, workers' compensation audit, and other compliance reviews.

Controls & Process Improvement

- Follow and recommend enhancements to internal controls, particularly across revenue, AR, reconciliations, and close processes; proactively identify root causes of accounting or operational issues and present practical solutions.



Qualifications:

- Bachelor's degree in Accounting or related field (CPA or CPA track preferred)
- 2-4+ years of progressive accounting experience (public accounting experience is a plus)
- Strong experience with month-end close and balance sheet reconciliations
- Experience with ERP systems such as Sage Intacct or similar

Skills & Attributes:

- Strong attention to detail and organizational skills, with the ability to produce accurate, well-supported work.
- Ability to work independently, manage competing priorities, and meet deadlines during monthly close, audit, and reporting cycles.
- Practical, solutions-oriented problem-solving mindset, with the ability to identify issues and recommend workable improvements.
- Strong analytical skills, particularly in researching account activity, identifying discrepancies, and resolving reconciling items.
- Strong Excel skills, including the ability to prepare reconciliations, supporting schedules, and account analyses.
- Clear and professional communication skills

Work Environment & Schedule:

- Hybrid work environment with minimum in-office presence of 4 days/week expected
- Occasional evening or weekend work may be required during audit season or for special projects on a limited basis

Salary Range for Position: \$90,000 - \$100,000

Send Resume with Cover Letter To:

**Director, Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: jobs@thejm.org**

The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.

This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.

