



**1703 New Hampshire Avenue, NW  
Washington, DC 20009**

**JOB VACANCY ANNOUNCEMENT  
SENIOR ACCOUNTANT**

The Delta Research and Educational Foundation (DREF) is a non-profit, 501 (c) (3) organization established by Delta Sigma Theta Sorority, Inc. (DST) in 1967. It operates as a separate entity to advance its mission: “DREF identifies issues affecting Black women, their families, and communities of the African Diaspora globally, and creates solutions through research, programming, and funding in support of charitable and educational programs of Delta Sigma Theta Sorority, Inc. and other collaborative organizations.”

DREF is seeking applicants for the Foundation’s Senior Accountant position.

The Senior Accountant is responsible for accounting for all of DREF’s financial transactions, managing financial processes and subsidiary ledgers, accounting for grant activity and funds; generating financial statements and reports; preparing for financial audits and tax reporting; tracking financial contracts and budgets; forecasting financial performance and performing all other critical financial management functions. The Senior Accountant will adhere to and seek to improve existing internal controls while complying with and staying abreast of GAAP.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- Perform accounting functions including the recording of account receivables, cash receipts, accounts payables, cash disbursements, investments, fixed assets, grants, payroll and all other transactions. Ensure that financial transactions are recorded accurately, timely and in accordance with established policies and generally accepted accounting principles.
- Generate accounts payable aging reports; request and maintain vendor information for tax reporting purposes and respond to any vendor inquiries. Prepare letters, for the Executive Director’s signature, for grants disbursed from the investment accounts.
- Prepare, obtain approval, and record journal entries, perform bank and account reconciliations, and process adjusting entries, as necessary, to close DREF’s financial records at month-end. Generate monthly financial statements and management information and grant reports using income and expenditure data.

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- Post contributions and grants to the subsidiary ledger maintained for all restricted funds including those held for Delta Sigma Theta chapters. Reconcile posted activity to the general ledger and generate chapter statements on a quarterly basis.
  - Respond to chapter/donor inquiries and resolve discrepancies on a timely basis.
  - Generate quarterly fund activity and balance reports.
- Record investment portfolio transactions on a monthly basis based on the investor reports. Consult with the Financial Advisor, as necessary, make inquiries regarding financial transactions and/or adjustments.
- Record the purchase and retirement of fixed assets. Calculate and record the monthly depreciation expense.
- Record all donated/in-kind services. Maintain supporting documentation to support the value calculation.
- Process employee and consultant payrolls. Report and remit employee retirement deductions to the benefits service center on a biweekly basis. Record payroll transactions based on the bi-weekly payroll journals.
- Maintain the integrity of the profit and loss classification system in the general ledger. Include the appropriate class for all transactions recorded in the general ledger. Add new classes as necessary and inactivate class discontinued.
- Evaluate the DREF's financial performance in comparison with the budget and business objectives. Prepare management information reports, which represent the DREF's performance on a monthly basis. Provide explanations regarding performance variances and discuss operational opportunities and challenges. Review performance data with the Executive Director on a monthly basis. Develop financial forecasts and projections as requested.
- Perform other related projects and duties as assigned

**KNOWLEDGE, SKILLS & EXPERIENCE REQUIREMENTS**

This position requires interaction with governance members of the Board of Directors, especially the Board Treasurer and members of the Finance Committee.

- A Bachelor's degree in Accounting or Finance is required. A CPA is preferred. In the case of a highly qualified candidate, experience may be taken into consideration as a substitute for the CPA certification.

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- The incumbent must possess strong financial analysis, problem solving, and analytical skills. The incumbent must also be comfortable with taking initiative and be creative and resourcefulness.
- A working knowledge generally accepted accounting principles (GAAP).
- Five to Ten years of experience working as an Accountant in a Non-Profit or For-Profit organization; Two to five years' experience as an Accountant in a not- for- profit membership environment is highly desirable.
- Strong communication skills, both written and verbal.
- Strong organization and stress management skills.
- Fluency in QuickBooks and Microsoft Office applications, specifically Excel, Word and Power Point.
- Ability to work with little to no supervision.

*To apply for this position, submit a cover letter and resume via email to:*

jobs@deltafoundation.net