



SENIOR ACCOUNTANT

Historic Deerfield is seeking an experienced and detail-oriented **Senior Accountant** to join our Business Office team. Reporting to the Vice President for Finance and Administration, the Senior Accountant plays a key role in the organization's accounting and financial operations, including payroll, journal entries, account reconciliations, capital assets, depreciation, and financial reporting.

This is an excellent opportunity for an accounting professional who enjoys working in a mission-driven cultural organization and values accuracy, confidentiality, collaboration, and excellent service.

Key Responsibilities

Payroll & Human Resources

- Conduct the new-hire and termination process for all employees.
- Maintain accurate and up-to-date employee records, including insurance, workers' compensation, and retirement plans.
- Process the Museum's bi-weekly payroll, which is currently partially outsourced, withholding, insurance, pension, and tax payments.
- Ensure the accuracy of vacation, sick leave, and personal time accruals.
- Reconcile quarterly and annual payroll tax reporting and W-2s with the payroll processor.

Accounting & Financial Reporting

- Prepare and record weekly, monthly, and annual journal entries and accruals.
- Record capital assets and process monthly depreciation entries.
- Reconcile gifts and pledges receivable.
- Prepare bank and other account reconciliations.
- Prepare schedules and provide support for the annual audit, financial statements, Form 990 and 990-T, and Massachusetts Form PC.
- Provide backup support to other members of the Business Office team.
- Participate in special projects and perform other duties as assigned.

Qualifications

- Associate's degree in Accounting or a related field and a minimum of five years of accounting experience.
- Nonprofit accounting experience is a plus.
- Thorough understanding of federal and state payroll regulations.
- Strong attention to detail and commitment to accuracy.
- Excellent interpersonal and customer service skills, with diplomacy and professionalism.
- High level of integrity, ethics, and respect for confidential information.

- Proficiency with Microsoft products, databases, and other accounting/business software.
- Ability to work effectively both independently and as part of a team.
- Demonstrated ability to manage multiple assignments and competing priorities.
- Strong analytical, organizational, problem-solving, and judgment skills.
- Ability to maintain sustained concentration while working on a variety of interrelated tasks.

Work Environment & Physical Requirements

Work is performed primarily in an office environment, with occasional travel between campus departments/buildings and to local off-campus locations. The position may be eligible for a limited telework arrangement in accordance with Historic Deerfield's Telework Policy.

The position frequently requires standing/walking, sitting, computer-based desk work, telephone use, and light grasping/fine manipulation. Occasional physical activities may include bending, twisting, stooping, squatting, reaching above shoulder level, forceful grasping, handwriting, and sorting or filing paperwork.

Historic Deerfield will provide reasonable accommodation, consistent with its legal obligations, to qualified employees with disabilities who require accommodation to perform the essential functions of the position.

Why Join Historic Deerfield?

Join a nationally recognized museum dedicated to preserving and interpreting early American history while supporting a dynamic, mission-driven organization. As part of the Business Office, you'll contribute directly to the financial integrity and ongoing success of Historic Deerfield.

To Apply:

Please submit your resume, cover letter, and list of three professional references through Indeed.

Historic Deerfield is an equal opportunity employer committed to creating an inclusive workplace.

About Historic Deerfield

Historic Deerfield is a nationally renowned cultural history museum situated in an authentic 18th-century New England village in the Connecticut River Valley of Massachusetts. Its historic houses and world-famous collection of early American decorative arts open doors to new perspectives that inspire people to seek a deeper understanding of themselves, their communities, and the world.