



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

JOB VACANCY ANNOUNCEMENT SENIOR ACCOUNTANT POSITION

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 of, "Identifying 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.

KNOWLEDGE, SKILLS & EXPERIENCE REQUIREMENTS

- A Bachelor's degree in Accounting or Finance is required.
- 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).
- Three to Five years of finance experience. Previous financial experience Two to five years in a not- for- profit membership environment is highly desirable.
- Strong organizational and communication skills, both written and verbal.
- 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***