

Position: Accounting Clerk, Accounting Department

Employment Status: Full Time, Salary, Exempt

Job Summary:

As a large nonprofit corporation, the Houston Museum of Natural Science relies on accurate financial data maintained by our Accounting Department.

The position of Accounting Clerk performs various accounting and clerical duties to support the preparation and presentation of financial reports for internal and external stakeholders. The Accounting Clerk maintains data for ticket, membership and merchandise sales by calculating, verifying, correcting and posting transactions.

This entry position in the Accounting Department requires close attention to detail and accurate, efficient data entry skills. Some accounting course work or experience is preferred, preferably with the museum's count-out procedures.

This position reports to the Accounting Manager and works closely with other Accounting Department staff members.

Essential Duties and Responsibilities:

- Prepare reports for internal and external stakeholders
- Provide support for inquiries related to guests' financial transactions
- Track and reconcile Museum Store transaction details from various information sources
- Maintain accurate data in museum's accounting system Business Central (BC)
- Calculate, verify, research, correct and post transactions in BC
- Support month-end close processes
- Prepare annual reconciliations and reports for audits and reporting purposes
- Use Excel spreadsheets to record, sort and prepare data
- Perform clerical tasks to support the Accounting Department management
- Crosstrain and perform backup duties to support accounts receivable functions, such as reconciling credit card sales, refunding credit card charges and resolving chargeback disputes
- Arrive to work on time
- Other duties as assigned
- Comply with the museum's health and safety protocols

Skills and Experience:

- Strong knowledge of Microsoft Excel and Word
- Knowledge of BC is preferred
- Knowledge of Tessitura ticketing system is preferred
- HMNS count-out experience is preferred
- Meticulous attention to detail
- Accurate and efficient data entry skills
- Some accounting coursework and/or experience is preferred
- Accounts payable and accounts receivable experience is preferred
- Effective communication and interpersonal skills
- Multi-task and prioritize responsibilities effectively
- Dependable, timely, self-motivated
- Resourceful problem solver
- Capable of working independently while meeting deadlines
- Flexible and positive attitude
- Proven track record of reliable punctuality and attendance

Working Conditions and Physical Demands:

- Work in small office conditions
- Comfortable lifting large items, up to approximately 30 pounds
- Able to be in a stationary position working at a desk for extended periods of time
- Able to move about inside the office and the museum to file, move boxes, and use office equipment
- Able to operate basic office equipment, including a desktop computer, for extended periods of time
- Access to a reliable source of transportation

Perks of Working at HMNS Include:

- Medical, dental, vision and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free individual-level HMNS membership
- Free admission to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

Application Instructions:

Submit resume via email with subject "Accounting Clerk" to jobs@hmns.org by March 29, 2026.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030

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