

Delaware Historical Society

Accounting Consultant Position Description

ABOUT THE ORGANIZATION

The Delaware Historical Society (DHS), founded in 1864, preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. DHS includes 9 historic buildings, 8 of which are in Wilmington and straddle the 500 block of Market Street, and the ninth is the "Gem of Old New Castle," the George Read House & Garden (designated a National Historic Landmark—the nation's highest level of historic significance—in 2017).

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

JOB SUMMARY

DHS is seeking a **fractional Accounting Consultant** to provide expert financial oversight and support to the management and Board of Directors. This position ensures that the organization can efficiently and effectively carry out its mission. This role is for **approximately 9 hours per week**, though **hours may vary based on the organization's needs**. While the position is **remote**, the candidate must be based **in or around Wilmington, DE**, due to the potential need for **on-site visits** throughout the contract period.

As a consultant, this position is **not eligible for benefits** and will be compensated on an **hourly basis**, based on the time worked and submitted. The contractor will be classified as a **1099 independent contractor**.

The Accounting consultant will oversee daily financial operations, maintain internal control systems, and providing strategic insight on budgeting, financial planning, and audit processes.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Daily Financial Operations

- Monitor day-to-day financial activities, including payroll, invoicing, and other transactions.

Collaborate with the Staff Accountant to ensure accurate financial record-keeping. Transaction Reconciliation

- Reconcile daily, monthly, and yearly financial transactions.
- Manage financial records and receipts to ensure accuracy and compliance.
- Process accounts payable and accounts receivable efficiently.

Financial Reporting

- Prepare monthly and quarterly financial reports for management.
- Provide timely and accurate management reporting for organizational oversight.

Budgeting and Forecasting

- Develop and manage organizational budgets.
- Monitor actual financial performance against estimated costs and provide insights to management.

Internal Controls

- Maintain the organization's financial accounting, monitoring, and reporting systems to ensure proper internal controls.
- Ensure compliance with accounting policies, funder requirements, and other regulatory guidelines.

Strategic Support

- Offer suggestions and feedback on budget forecasts, resource utilization, and overall financial strategy.
- Work with management to optimize resource allocation and improve financial decision-making.

Audit and Tax Coordination

- Coordinate the annual audit of financial statements and the preparation of the 990 tax return.
- Oversee audit planning, fieldwork, and follow-up requests to ensure all audit-related tasks are completed efficiently.

Annual Reporting

- Complete annual reporting requirements and filings with the State of Delaware.
- Manage 1099 maintenance, preparation, and annual submission.

Insurance Management

- Assist with the coordination of insurance renewals, including Directors & Officers (D&O), Liability, and Workers' Compensation policies.
- Complete required questionnaires, audits, and communications with insurance advisors.

External Reporting

- Prepare and submit financial reports to external stakeholders (funders, banks) as needed.
- Ensure that all external financial data is accurate and compliant with regulations.

Banking Relationships

Assist with maintaining relationships with local banks and overseeing the organization's bank accounts.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field; CPA or equivalent preferred.
- Significant experience in accounting, preferably within a non-profit organization.
- Expertise in financial management, including payroll, budgeting, reconciliation, and audit coordination.
- Familiarity with Delaware-specific reporting and filing requirements.
- Strong understanding of internal control systems and compliance.
- Excellent communication, organizational, and analytical skills.
- Proficiency with accounting software and financial reporting tools.

Preferred Skills

- Experience working with non-profit organizations or historical societies.
- Proven ability to manage complex financial operations and provide strategic financial insights.
- Familiarity with insurance management and benefits coordination.