



## Staff Accountant

**Department:** Accounting & Business Operations

**Supervisor:** Director of Accounting & Business Operations

**Supervises:** N/A

**FLSA Salary Classification:** Full-time, Exempt

**Availability:** Primary schedule of standard business hours with occasional evening and weekend availability required to support the department and organizational needs.

### GENERAL SUMMARY:

The Staff Accountant is responsible for ongoing evaluation of financial data in order to produce financial statements and analyses, reporting the facts that cumulatively represent the financial position of the company. Working closely with the Director of Accounting & Business Operations and Business Manager, the Staff Accountant compiles and reviews activities of accounts payables, cash disbursements, deposits, cash flow management, restricted funds and fixed assets, budget-to-actual results, and other financial transaction activities to support the organization's mission and goals. The Staff Accountant will perform financial reconciliations, general ledger adjusting entries, external funding compliance reporting, and participate in audit support.

**ESSENTIAL DUTIES:** include the following. Other duties may be assigned.

- Review and approve cash disbursements to insure proper authorization and posting.
- Prepare accrual entries as directed on a monthly and annual basis.
- Perform banks statement, POS, credit card systems, and general ledger reconciliations on a timely and effective basis. Identify opportunities for improvements in internal processes, working effectively to reduce or eliminate recurring issues.
- Prepare multiple levels of operating budget financial reports and trend analyses. Work collaboratively across the organization to identify and track key financial variables and metrics that will contribute to decision-making processes and successful financial outcomes.
- Support month-end and year-end close process. Work closely with Director of Accounting & Business Operations to support fiscal year transition process.
- Administer restricted fund transaction reporting, working with CFO & VP of Operations for approval and direction. Prepare required reporting for various restricted/capital projects, grants, and government funding.
- Maintain fixed asset reporting, working with the organization's CPA firm to ascertain depreciation totals.
- Participate in achieving the goals of the Accounting & Business Operations department through effective communication and collaboration.



- Perform inspection of adherence to established internal controls working closely with the Director of Accounting & Business Operations to define opportunities for improved processes, documentation and training.
- Work closely with Business Manager to prepare for and support the financial audit process.
- Assist in preparation of financial presentations through chart development and updates, preparation of presentation slides, and developing bullet points for reporting.
- Support various projects and key initiatives through data collection, analysis and reporting.
- Support evaluation of various transactional processing platforms, participating as a member of implementation teams defined when systems are changed.
- Maintain an up-to-date knowledge of federal, state and local regulations, communicate changes and monitor organizational compliance.
- Monitor compliance with policies, procedures, and standards of GAAP, working collaboratively to identify and implement improvement opportunities. Report any discrepancies to the Director of Accounting & Business Operations and CFO & VP of Operations in a timely and effective manner.
- Develop and provide assistance to the Executive Leadership Team in the annual budgeting process, revenue and cost analysis.
- Maintain current knowledge of processes and procedures to provide back-up to the functions of the Business Manager including cash disbursements, deposit processing and payroll.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in finance, accounting, or business management required. Minimum of 2+ years of executive accounting experience with previous professional work in a non-profit environment desired. Strong financial reporting, analysis and budgeting experience. Knowledge of GAAP and applicable federal, state and local regulatory rules for financial and tax reporting. CMA or CPA accreditation preferred. Long-term experience utilizing QuickBooks or other financial programs with an emphasis on development of reporting and analysis tools. Technology savvy with high comfort level utilizing the Microsoft Office suite of products, particularly Excel.

**SUCCESS FACTORS:**

Natural alignment to the organization's core values of embrace curiosity, collaborate with compassion, exemplify expertise, look forward and take time to celebrate; Highly analytical, organized and adept at problem solving, which support and enable sound decision making; Ability to analyze and plan at both strategic and tactical levels; Thrives on converting data to actionable information; A self-motivated team player who is capable of providing leadership



through initiative and by example; Demonstrated ability to set and achieve goals for themselves and support the success of their team; Possesses a natural affinity for plants, nature and the mission of the Huntsville Botanical Garden.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Generally works in a well-lit, climate controlled office with frequent interruptions in the work schedule. As a member of the organization's staff, is occasionally required to work in outdoor environments that are subject to external weather conditions and varying temperatures.
- While performing the duties of this job, the employee is occasionally exposed to fumes, dust, airborne germs and cleaning chemicals. Ability to lift between 15 to 25 lbs., frequent bending, reaching, sitting, standing and walking. The noise level in the office work environment is generally quiet to moderate.

The Huntsville Botanical Garden supports a culture of inclusion that attracts, inspires, and engages people to achieve success. The Garden is committed to hire and develop employees based on job-related qualifications irrespective of race, religion, color, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status. To increase diversity in professions related to the public garden realm, we encourage applications from underrepresented minorities, persons with disabilities, and veterans.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At the Huntsville Botanical Garden, they are considered neither inclusive nor exclusive. *It is expected that up to 20% of your duties may change annually.*