



## *Staff Accountant*

### **Position Title**

Staff Accountant

### **Reports To**

Director of Finance

### **Purpose**

The Staff Accountant is part time position (30 hours a week) reporting to the Director of Finance. This position maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP), which includes analytical work and thorough review of financial records.

### **Essential Functions**

- Maintaining accounting records, including general ledger, payroll and taxes
- Reconciling accounts
- General bookkeeping, journal entries and general month-end accounting duties
- Preparation of monthly financial statements and reporting to departments.
- Coordinate with external auditors
- Overseeing accounts payable and receivable
- Manage the annual budget/forecast process
- Assessing internal controls, including risk assessments and reviews of risk areas
- Work with grants manger to reconcile grant financials

### **Skills**

- Strong analytical and accounting skills.
- Proficient in Microsoft Office (Word, Power Point, especially Excel), NetSuite is a plus
- Demonstrates attention to detail and good record-keeping.
- Team player and can collaborate with other teams in the organization.
- Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards (i.e. GAAP), rules, regulations and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.

### **Qualifications**

- Bachelor's Degree in Accounting
- Experience in a nonprofit is preferred but not required.



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### **Personal Characteristics**

- Dependable, self-motivated and self-aware
- Consistently positive outlook with a “can-do” attitude toward challenges
- Collaborative spirit; works well with team members & volunteers;
- Collaborates with people of different races, backgrounds, experiences and educational levels
- Elicits confidence and builds rapport
- Manages stress in a fast-paced, changing organization
- Demonstrates values of accountability, authenticity, trust and learning

### **Physical + Mental Requirements**

- Work is largely performed in an office environment; however, it may be necessary for the Staff Accountant to provide accounting support at events located around the Park. This may require walking, standing, carrying materials weighing up to 25 pounds.

**To apply, email resume and completed job application to [jobs@shelbyfarmspark.org](mailto:jobs@shelbyfarmspark.org). Include Position Title in subject line. Job application can be found at [www.shelbyfarmspark.org/jobs](http://www.shelbyfarmspark.org/jobs).**