

# MARIE SELBY BOTANICAL GARDENS



## Position Description

**Position:** Accounting Manager  
**Reports to:** Senior Director of Finance and Information Systems  
**Status:** Full-time / Exempt

### POSITION SUMMARY

The accounting manager is responsible for managing daily accounting operations including preparing and/or reviewing appropriate ledger entries and reconciliations, maintaining the general ledger system, preparing monthly, quarterly, and annual financial statements. Additionally, this position will monitor cash flow and reporting, tax compliance, and working with various departments to complete requests according to business needs and internal and external deadlines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Become fully proficient in A/P, daily cash, and corporate credit card reconciliation processes
- Reconcile bank and investment accounts
- Support with month-end close, calendar and fiscal year-end financials
- Manage annual audit and tax return (form 990) preparation
- Prepare Tangible Personal Property Tax Return, FL Sales Tax, and other applicable tax filings
- Review and post daily revenue and payable entries
- Process daily financial reports for upper management
- Support the preparation of the annual budget and enter in to finance database
- Provide all requested financial data and reporting as needed for grant submissions and ensure timely processing and tracking of grant receivables
- Liaise with a variety of merchants, banking partners, and vendors as directed by the Senior Director of Finance and Information Systems
- Partner and coordinate with cross-functional teams in order to complete requests in a timely manner
- Manage inquiries from staff relating to vendor support

*Other duties as assigned*

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in finance, accounting or business required
- 5+ years of accounting/finance experience
- Experience working within a nonprofit environment is highly desirable
- Demonstrate ability to learn new technology and organizational process systems quickly

**QUALIFICATIONS**

- Must be a self-starter
- Strong attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Strong written and verbal communication skills
- Strong interpersonal skills to interact effectively with internal and external clients

**EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE**

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying "thank you"
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

**DIVERSITY AND INCLUSION STATEMENT:**

Marie Selby Botanical Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.