

# MARIE SELBY BOTANICAL GARDENS

## Position summary

The Senior Accountant is responsible for managing daily accounting operations including preparing daily cash receipt entries; reviewing accounts payable ledger transactions; maintaining the general ledger system; and assisting with the preparation of monthly, quarterly, and annual financial statements.

## Essential duties and responsibilities

Responsibilities include, but are not limited to the following:

- Process daily cash receipts, prepare deposits, and make deposits to bank account.
- Prepare daily reports for C-suite executives.
- Review weekly accounts payable entries and prepare vendor payments.
- Review and reconcile credit card transactions.
- Review and reconcile daily cash activity to general ledger to facilitate closing process.
- Prepare bank accounts reconciliations.
- Assist with of month-end closing procedures.
- Assist with audit, calendar, and fiscal year-end financials.
- Assist with other projects as needed, including but not limited to, preparing credit applications; implementing changes to finance database, policies, or procedures; preparing annual 1099s; providing grant-related reports; and supporting the preparation of the annual budget.
- Participate in Gardens' activities as needed, including but not limited to, Members' Day and other events.

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

## Qualifications

- Must be a self-starter
- Strong attention to detail and problem-solving skills
- Ability to spot trends and patterns in data
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to be flexible and adaptable in a dynamic work environment
- Strong written and verbal communication skills
- Strong interpersonal skills to interact effectively with internal and external clients
- Ability to understand the broad goals of Selby Gardens while remaining focused on the detail-oriented work and follow-through required by the position

## Excellent indicators of a Successful Selby Gardens' Team Member Include

- Strong work ethic



DOWNTOWN SARASOTA  
1534 Mound Street, Sarasota, Florida 34236  
TEL 941.366.5731



HISTORIC SPANISH POINT  
337 N. Tamiami Trail, Osprey, Florida 34229  
TEL 941.966.5214

SELBY.ORG

# MARIE SELBY BOTANICAL GARDENS

- 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.

We offer competitive compensation packages, including benefits such as health insurance, retirement plans, paid time off, professional development opportunities, and a collaborative work environment.

If you meet the qualifications for this position and are excited about the opportunity to contribute to our organization's success, please submit your resume and cover letter. We look forward to reviewing your application.

Job Type: Full-time

Work Location: In person, Sarasota, FL 34236



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