Position Title: Staff Accountant
Hours: Full time, Mon-Fri, occasional off hours
Position Category: Exempt, with benefits
Reports to: Chief Financial & Operating Officer

ABOUT SAN FRANCISCO BOTANICAL GARDEN

The mission of San Francisco Botanical Garden is to connect people to plants, the planet, and each other. Our unique Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth’s biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion, and environmentally responsible practices. We are proud to be a public garden, accessible to all and grateful to the funders who help sustain us.

POSITION SUMMARY

The Staff Accountant reports to the Chief Financial & Operating Officer and is a member of a three-person Finance & Administration team which also includes an Operations Manager and outside IT consultant. The position assists in the maintenance and control of the Society’s financials and works closely with the Chief Financial & Operating Officer to perform all associated duties and responsibilities. The expansive nature of the role means this individual interacts with Garden staff and stakeholders in varying ways and at every level of the organization – from the smallest cash transactions to high-dollar billing submissions with material revenue impact. The Garden is open 365 days a year and occasionally this position supports activities and events which take place outside of normal business hours and/or on weekends. We seek a highly professional individual with excellent accounting and customer service skills who enjoys being challenged, understands the critical role that finance plays in the success of any organization, and is committed to the Garden’s long-term growth and success.

RESPONSIBILITIES

- Journal entry preparation and posting
- General ledger and sub-ledger account reconciliations
- Bank/investment account and credit card statement reconciliations
- Revenue/expense report running and analysis
- Assistance with budget preparation and analysis
- Year-end audit support
- Heavy cash handling and cash receipt processing/management
- Accounts payable processing
- Payroll processing backup
• Program billing and reimbursement submissions
• Invoice/check request/reimbursement review for proper account coding
• Maintenance of personnel files, payroll records and transaction backup
• Preparation and processing of bank deposits
• POS system interface management and report-running
• Cashier support and associated volunteer management at events
• Benefit, government, and other agency reporting
• Additional duties as identified

EXPECTATIONS

• Knowledge of and familiarity with GAAP
• Proficient level of professional skill and knowledge in accounting; knowledge and ability to use applicable information technology and systems to meet work needs
• Proficiency with Microsoft Office suite; minimum intermediate Excel skills
• Ability to accurately and efficiently process numerous transactions from multiple revenue streams
• Demonstrated ability to communicate effectively and professionally, both orally and in writing, across departments and to all levels of management
• Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a demanding work environment
• Excellent analytical and problem-solving skills
• Appreciation for and adherence to confidentiality and discretion
• Meticulous attention to detail and record-keeping skills
• Team player willing and able to collaborate with all parts of the organization
• High level of professionalism and outstanding interpersonal skills with demonstrated poise, tact and diplomacy
• Willingness to adjust hours to accommodate the needs of the position
• Flexibility and patience in response to changing needs and competing demands, at times with limited resources

QUALIFICATIONS

• Bachelor’s degree in accounting or business with accounting emphasis
• Minimum three years accounting work experience
• Knowledge of nonprofit accounting fundamentals
• Nonprofit work experience a plus
• In-depth experience with one or more accounting software programs; experience with Sage a plus
• Experience processing full-cycle accounts payable and payroll; experience with Paylocity a plus

Pre-employment requires a clear background check and reference checks.

San Francisco Botanical Garden Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY

Please e-mail a brief cover letter and resume with subject line “Staff Accountant” to jobs@sfbg.org. No telephone calls please.