

Position Title: Senior Accountant

Hours: Full time (35-hour work week); Hybrid (3 days in office / 2 days Telecommute)

Position Category: Exempt, with benefits

Reports to: Director of Finance

Salary: \$100,000 - \$110,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department (RPD) and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD is responsible for horticulture and facility management and maintenance, master planning and capital improvements conducted with SFBGS, and other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in



CONSERVATORY
OF FLOWERS



JAPANESE
TEA GARDEN
日本庭園



SAN FRANCISCO
BOTANICAL
GARDEN

Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The Senior Accountant reports to the Director of Finance and works collaboratively to update, maintain, and control the Gardens' financial system including the GL to support effective and efficient decision-making. The Senior Accountant interacts with Gardens' staff and stakeholders at all levels of the organization to support processes including daily cash transactions, accounts payable transactions, bank deposits, and government contract invoicing. The Gardens are open 365 days a year, and occasionally this position supports activities and events that take place outside of normal business hours and/or on weekends. We seek a highly professional individual with solid accounting experience and excellent customer service skills who enjoys being challenged, who understands the critical role that finance plays in the success of our organization, and who is committed to the Gardens' long-term growth and success.

RESPONSIBILITIES

- Maintain and manage the GL including journal entry preparation and posting, general ledger account reconciliations, bank reconciliations, credit card reconciliation, and other month end close processes.
- Process all accounts payable including entry and coding into Bill.com for electronic payment processing.
- Support budget development, management, forecasting, and variance analysis.
- Support preparation for the annual audit.
- Manage cash receipts processes including bank deposits and GL entry for contributions, admission fees, store transactions, and other miscellaneous receipts.
- Support grant budget reporting and government contract reporting and invoicing processes.

- Additional duties as identified.

EXPECTATIONS

- Knowledge of and familiarity with GAAP.
- Demonstratable accounting skills, knowledge, and ability to use applicable information technology and systems to meet work needs including accounting system and other data management platforms.
- Proficiency with Microsoft Office suite; intermediate Excel skills.
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a demanding work environment; flexibility and patience to respond to changing needs and competing demands; excellent analytical and problem-solving skills.
- Appreciation for and adherence to confidentiality and discretion.
- Meticulous attention to detail and commitment to accuracy, integrity, and quality.
- Collaborative work style and ability to work with staff across the organization.
- High level of professionalism, outstanding interpersonal skills, and strong communication skills with demonstrated poise, tact, and diplomacy; appreciation for and adherence to confidentiality and discretion.

QUALIFICATIONS

- Bachelor's degree in accounting or business with accounting emphasis
- Minimum three years accounting work experience, ideally in a non-profit
- Knowledge of nonprofit accounting fundamentals
- In-depth experience with one or more accounting software programs; experience with Sage a plus

HOW TO APPLY

Please e-mail a cover letter expressing your interest in the position and how your skills and experience match the responsibilities, expectations, and qualifications and a resume with subject line "Senior Accountant" to jobs@ggggp.org. No telephone calls please.

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

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.