

# GARDENS OF GOLDEN GATE PARK

**Position Title:** Staff Accountant

**Hours:** Full-time (35-hour workweek); Hybrid (3 days in office/ 2 days telecommute)

**Role Classification:** Regular with Benefits

**Exemption:** Exempt

**Reports to:** Senior Staff Accountant

**Salary:** \$73,000-\$80,000

## 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 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.



CONSERVATORY  
OF FLOWERS



JAPANESE  
TEA GARDEN  
日本庭園



SAN FRANCISCO  
BOTANICAL  
GARDEN

**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 Staff Accountant reports to the Senior Accountant and maintains the Gardens' financial system, including the General Ledger, to support effective and efficient decision-making. The Staff Accountant collaborates with Gardens' staff, vendors, and other stakeholders on Accounts Payable transactions, daily cash transactions, bank deposits, and reconciliations.

We seek a highly professional individual with solid accounting experience and excellent customer service skills, who thrives in a collaborative team environment, understands the critical role that finance plays in organizational success, and is committed to the Gardens' long-term growth.

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.

## **RESPONSIBILITIES**

- Process all accounts payable, invoice entry and classification.
- Coordinate with vendors to have them set up in our systems, to resolve open payment issues, and to provide year-end 1099s.
- Run reports out of multiple software platforms for recording in the accounting system
- Create and record payroll journal entries and benefit allocations.
- Support cash receipts processes including bank deposits, entries for contributions, admission fees, retail transactions, and other miscellaneous receipts.
- Produce monthly reports, including financial reports for each department and admissions reports required by San Francisco RPD.
- Conduct balance sheet reconciliation and journal entries, investigate and resolve variances, to maintain accurate financial records.
- Assist with budgeting, forecasting, and financial analysis to support strategic decision-making
- Assist with annual audit preparation; maintain audit schedules and supporting documentation throughout the year.
- Serve as the backup for bi-weekly payroll processing.
- Additional duties as identified.

## **EXPERIENCE & QUALIFICATIONS**

- Minimum one to two years' accounting work experience.

- Demonstrable accounting skills and knowledge.
- Experience with accounting software programs; experience with Netsuite a plus.
- Familiarity with various financial and operational applications such as BILL.com, Square, Stripe, Asana, and Paylocity.
- Strong organizational skills and ability to prioritize workload to meet tight deadlines.
- Collaborative work style and ability to work effectively with staff across the organization.
- High level of professionalism, strong interpersonal skills, and excellent communication abilities.
- Excellent problem-solving and analytical skills coupled with a sense of curiosity.
- Proficiency with Microsoft Office suite.
- Intermediate Excel skills required.
- Appreciation for and adherence to confidentiality and discretion.

**Preferred Qualifications Include:**

- Accounting experience at a nonprofit with knowledge of nonprofit accounting fundamentals
- Prior work with Accounts Payables
- Alignment with our mission to connect people to plants, the planet, and each other

**ADDITIONAL EXPECTATIONS**

- Must work at least 3 days a week onsite, up to 2 days a week may be remote if the work schedule allows, but a regular onsite presence is essential for collaboration and success in this role.
- Must be able to engage in a range of physical motions, including standing or sitting at a desk or computer, climbing stairs, and walking (sometimes on uneven surfaces) or working outside in varying weather conditions for extended periods of time.
- Must be able to lift/carry up to 30-pounds.

**FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park>**

**Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.**

**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.**