



JOB ANNOUNCEMENT
Manager of Finance and Accounting

South Coast Botanic Garden, an 87-acre urban oasis in Palos Verdes, CA, is at a tipping point toward significant success, with the recent unveiling of a stunning new \$4 million Rose Garden, a show-stopping 400 square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibition of eight remarkable large-scale works of fine art sculpture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5 acre Children's Garden and a 17-acre Water Garden to be unveiled in the coming years. There's never been a better time to join this dynamic team.

POSITION TITLE:

Manager of Finance and Accounting

REPORTING RELATIONSHIP:

Reports to Chief Executive Officer (CEO)

JOB SUMMARY:

The Foundation seeks a talented and driven individual to join us in our mission to serve the community by providing a unique horticultural and wildlife habitat experience and to represent a model of excellence for land reclamation and sustainability. This position is an excellent way to be an integral part of a growing nonprofit organization.

This position will manage the Foundations' accounting and financial activities. This includes reporting and forecasting, bookkeeping, accounts payables/receivables, deposits, income and expense allocations and distributions, bank reconciliation, monthly journal entries, etc. This position will also post and report transactions, and maintain and balance subsidiary accounts.

This is a great opportunity for a nonprofit financial/accounting professional who thrives in a busy workplace.

The right candidate will be detail-oriented and must possess strong organizational skills with exceptional attention to detail. He/she should be able to make decisions under pressure, work creatively with limited resources, solve problems, establish priorities, and meet deadlines with little supervision.

RESPONSIBILITIES:

- Prepares accurate financial reports by collecting, analyzing, and summarizing account information and trends.
- Communicate financial metrics to senior management.
- Responsible for managing operational data and ensuring data integrity.
- Managing system hardware and software applications.
- Documentation of data flow.
- Preparation of variance analysis.

- Preparation of consolidated financial statements, including schedules for tax compliance.
- Maintains accounts by verifying, allocating, and posting transactions.
- Balances accounts by reconciling entries.
- Maintains general ledger.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by electronic filing of documents.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Troubleshooting and problem resolution.
- Special projects.
- Other duties, as assigned.

REQUIREMENTS:

- Bachelor's degree in Accounting preferred.
- Must have strong MS office skills and accounting knowledge with the ability to take initiative and work both independently and within a team. Previous work experience in the accounting field preferred.
- Working knowledge of accounting software (QuickBooks, QuickBooks Online) and tax software (CCH Axcess Tax or ProSystem fx Tax) is preferred.
- Must be a quick learner who can meet deadlines. Communication skills, both verbal and written, are essential.
- At least 4 years of related experience.

Position is full-time. Must be available weekdays, some weekday evenings, some holidays, and some weekends. Salary is commensurate with experience. We provide compensation with full benefits including medical, paid time off and retirement plan.

**To apply, please send a cover letter and resume to: hr@southcoastbotanicgarden.org.
No calls please.**