

MYRIAD GARDENS FOUNDATION

Job Title: Accounting Coordinator

FLSA Status: Nonexempt

Reports to: Senior Accountant

Work Schedule: Full Time;
occasional evenings and/or
weekends

The below is not intended to be all inclusive but rather to provide examples. The below is subject to change without prior notification.

Position Description:

Under the general direction of the Senior Accountant, the Accounting Coordinator position performs general accounting and administrative functions. Accounting responsibilities include assisting the Senior Accountant in all accounting functions, recording and reporting Private Rental, Public Events, and Crystal Bridge activities, processing A/P invoices for payment, posting miscellaneous deposits to General Ledger, occasionally handling cash and backing up Guest Service Representatives as needed or during special events. This position entails a great deal of variety requiring the ability to stay organized and manage multiple tasks while keeping track of details. A working knowledge of accounting principles, financial statements, and general ledger required.

The Accounting Coordinator serves as ambassador at large for Myriad Gardens Foundation and must demonstrate professional excellence and perform to the Myriad Gardens standard of quality at all times.

Position Qualifications:

- Post-Secondary education in business, accounting or related field; minimum three-five years related experience in accounting.
- Strong working knowledge and experience with accounting software. Blackbaud Altru/Financial Edge experience a plus.
- Above average skills using Microsoft Excel, Word, Outlook, and other Office products.
- Experience in use of standard office equipment.
- Experience in handling cash and processing A/R, A/P and 1099's.
- Ability to track detail and follow up to complete projects and transactions.
- Able to multi-task when necessary.
- Excellent verbal and written communication skills; excellent organization skills.
- Good interpersonal skills with co-workers and the public.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Must have the flexibility and willingness to work on occasional evenings and weekends when required.

Position Requirements:

- Reviews vendor invoices and credit card receipts for proper approvals and documentation including Form W-9 and Workers' Compensation insurance forms, and verify accurate general ledger account coding prior to entry to the accounting software for payment.
- Process Crystal Bridge admissions, Rentals, Public Events, Education Classes, Fundraising, and Special Events at the Gardens. This includes, but not limited to, revenue posting, handling cash, balancing reports, point of sale software, distributing information to other departments, billing receivables and coding and recording of receipts.

- Monitors rental receivable and damage deposit balances and reconciles with the rental coordinator. Obtains required documentation for refund of damage deposits.
- Assists the Senior Accountant in effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
- Keeps Senior Accountant and CFO informed of organizational financial activities and any significant problems encountered.
- Cross trains and backs up all accounting and Guest Service Representative duties.
- Complies with federal and state laws and Myriad Gardens Foundation policies, procedures.
- Performs other duties assigned by Senior Accountant or Chief Financial Officer.

Work Environment:

The employee will normally work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside. Office will be located on the 2nd floor and is only accessible by stairs.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to walk, climb stairs, kneel, crouch, crawl, and lift arms and hands above shoulder level. Must be able to lift and carry items up to 25 pounds occasionally. Must be able to manually operate and use a computer and 10-Key calculator. Must be able to clearly hear and understand telephone conversations. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

To Apply for this Position:

Please submit your resume, a cover letter, and three references to: cdavis@myriadgardens.org. More information on the Gardens can be found on: Facebook, Twitter, Instagram or our website at www.myriadgardens.org.