

## STAFF ACCOUNTANT

### Summary

Under the general direction of the Senior Accountant /Accounting Supervisor, the Staff Accountant position will perform a broad range of accounting and administrative functions for both Myriad Gardens Foundation and Scissortail Park Foundation. Accounting responsibilities include assisting the Senior Accountant /Accounting Supervisor 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, reconciling accounts and handling cash and assist in preparation of bi-weekly payroll. 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 Staff Accountant serves as ambassador at large for Myriad Gardens Foundation and Scissortail Park Foundation and must demonstrate professional excellence and perform to the Foundations' standards of quality at all times.

### Essential Duties and Responsibilities

#### Accounting:

- Reviews vendor invoices and credit card receipts for proper approvals and documentation pertaining to bid requirements, Form W-9, Workers' Compensation insurance forms and general ledger account coding prior to entry into the accounting software and/or payment to vendor.
- 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.
- Assure that account coding on A/P and Revenue transaction are accurate and detailed.
- Complies with federal and state laws and Foundation policies, procedures.
- Updates procedures pertaining to all accounting job duties.
- Effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
- Keeps Senior Accountant /Accounting Supervisor and CFO informed of Foundation financial activities and any significant problems.
- Process time sheets; enter time clock adjustments, validate approvals and record time off benefits for payroll processing.
- Assist other departments in meeting the overall mission goals of the organization (often in non-accounting roles).
- Performs other duties as assigned.

#### Supervisory Responsibilities

This position has no supervisory responsibility.

#### Education and/or Experience

- Bachelor of Accounting Degree
- Minimum of 1 year experience with broad range of general accounting processes.
- Non-profit accounting knowledge a plus.

- Strong working knowledge and experience with accounting software. Blackbaud Altru/Financial Edge experience a plus.
- Proficient using Microsoft Excel, Word, Outlook, and other Office products.
- Experience with automated payroll systems preferred.

#### **Certificates, Licenses, Registrations**

- Valid Oklahoma Driver's License.

#### **Skills and Abilities Required**

- Experience in handling cash and processing A/R, A/P and 1099's.
- Attention to detail and ability to follow up through completion of special projects and transactions.
- Able to multi-task.
- Attention to detail.
- 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.
- Calculator and keyboard by touch.
- Ability to learn and adapt to new processes and procedures.
- Demonstrate enthusiasm and excitement for the park's programs and events that support the mission of the Foundation.

#### **Additional Job Requirements**

- Clearance of background check.

#### **Work Environment**

The employee will 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.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit for long periods of time. 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 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.

#### **Benefits**

This full time, exempt position is eligible for health, dental, life insurance, vision, short and long-term disability, voluntary life, accident coverage, critical illness, 403(b), paid time off, and paid holidays.

#### **To Apply**

Please send a cover letter, resume, and salary requirements to: [careers@myriadgardens.org](mailto:careers@myriadgardens.org). You will be contacted only if considered for an initial phone or in-person interview.

#### **Equal Opportunity Employer (EOE)**

Employer does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.