

Job Description for Accountant at The Elizabethan Gardens

Accounting:

- Perform accounting functions as assigned including, but not limited to book, reconcile and report cash applied to A/R, bad debt allowance and non-admitted A/R on a daily basis.
- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
- Oversee point of sale application in the Gatehouse for the sale of gift and plant items to the general public. Maintain setups and security to work with financial interface with QuickBooks.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting, human resources, and overall operations etc.
- Develop, improve and issue timely monthly/quarterly financial records for Executive Director, Development and Board of Directors.
- Assure financial plans are consistent with organizational goals.
- Provide financial analysis tools to evaluate special projects, programs, capital expenditures, products costing, etc. when necessary.
- Assure that assets are not awkwardly encumbered with personal guarantees or unrealistic commitments
- Work closely with Executive Director in the development and economic evaluation of various fringe benefit programs for staff and program components
- Interface with outside audit firm and financial banks.
- Report to the Board of Directors when necessary in writing and verbally
- Assist with overall operations of all aspects of the organization as needed or requested.

Reporting & Analysis:

- Assists in preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports. Assist in providing follow-up and documentation of significant variances.
- Assist with completion of the quarterly and annual regulatory filings; preparation of assigned Quarterly and Annual Statutory Statement pages/schedules.
- Assist with system reports required for management, financial reporting and general ledger reconciliations
- Prepare quarterly departmental budget reports.

Audits & Examinations:

- Assist with annual external audit.
- Complete requested materials.
- Assist in preparing assigned schedules for the annual and interim audit.
- Report on the Functional of the organization

Banking/Cash:

- Make timely deposits to the banking institution as needed.
- Coordinate and resolve various issues with bank such as cleared check differences, bank fee anomalies, targeted balance calculations and enhancements to online services.
- Bank liaison for day to day accountability. Monitor accounts online for accuracy and provide weekly Flash Cash report to the Executive Director and Finance Committee.
- Maintain general ledger and chart of accounts as needed for filing Form 990.
- Fixed asset processing and reporting, maintain spreadsheet of all new fixed assets for yearend auditing purposes.
- Maintain bank accounts.
- Monitor reserve accounts and short-term fund investments.
- Review and reconcile bank statements.
- Research and reconcile all discrepancies.
- Auditing and verifying financial documents.
- Following internal controls as defined by the Board of Directors.
- Completing data backups on a regular schedule.
- Financial and profitability analysis on a requested basis.

Cost Accounting

- Prepare, analyze and report monthly analysis by department.
- Assist in month-end closing, prepare journal entries as necessary, analyze inventory evaluation, inventory roll forward
- Coordinate with Operations department for system issues, maintenance and development.
- Analyze cost accounting data and assist with cycle count/physical inventories.
- Maintain internal control documentation and test internal controls.
- Prepare detailed account analysis and reconcile sales, cost and inventory, liability accounts by department on a daily and monthly basis.
- Review and analyze inventory and margin reports, conduct research and perform analytical studies in regards to cost analyses and profitability
- Work in special projects as required
- Support and assist internal department reporting requirements such as audit schedules, tax schedules and others

- Ensure timely submission, accuracy and validity of inventory, gross margin schedules to management

Other:

- Conform with and abide by all internal policies & procedures.
- Document policies, procedures and workflow for assigned areas of responsibility.
- Maintain daily activity log.
- Contribute to department and organization special projects as assigned.
- Provide a visionary and leadership implementation role on behalf of finance to all departments, creating a well-respected and sought after department goal of accountability.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Strong analytical and accounting skills.
- Advanced experience with MS Word, MS Excel, and MS Outlook.
- Advanced knowledge of QuickBooks software.
- Effectively handle multiple projects simultaneously in a deadline driven environment.
- Excellent written communication and interpersonal skills (lack on the verbal)
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty.
- I work with minimal up-front guidance and take ownership of my work product.