



## Senior Accounting Manager

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. In this position, you have the opportunity to engage in the 2024 - 2028 Strategic Plan, centered on connecting to our community, and support the launch of a site plan and capital campaign designed to provide Filoli guests greater access to nature. Filoli's culture is rooted in integrity and we are accountable for our work, actions, and impact on our visitors, community, and environment. Through our values, Filoli Team members are committed to being Inclusive, Welcoming, Innovative, Collaborative, and committed Stewards using sustainable practices for the future.

### SUMMARY

The Senior Accounting Manager will be responsible for all aspects of accounting operations and reporting for an established non-profit organization on rapid growth. Primary responsibilities include the accurate and timely preparation and analyses of all facets of the accounting operations of the organization including general ledger management, month-end close process, financial reporting, research and financial analysis, supervision of accounts payable and receivable, budget preparation and may perform administrative duties as required. The Senior Accounting Manager will support and partner with various program directors and department managers. This position reports to the Financial Controller.

The ideal candidate for this position should possess strong knowledge of GAAP accounting, problem-solving and analytical skills, ability to collaborate, ability to balance multiple business considerations, perform multifaceted projects and navigate in a fast-paced environment.

This is a full-time, exempt and flexibly scheduled position. Depending on candidate experience, the annual salary range is \$133,000 to \$148,000. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. Flexibility, seasonal overtime and off-hours commitment will be required. The

Manager will work on-site in a beautiful historical building surrounded by gardens and a nature preserve.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

### **Accounting**

- Manage day-to-day general ledger accounting and month-end close process to ensure compliance with U.S. GAAP, internal policies, and external audits;
- Manage for all aspects of accounting operations including general ledger, accounts payable, account receivable, general ledger account reconciliations and inventory accounting;
- Responsible for delivering timely and accurate financial processing, month-end close and cash management reporting;
- Prepare or review journal entries, reconciliations, and data analysis for multiple revenue databases;
- Develop financial analysis and reports for a variety of internal and external audiences;
- Proactively identify, analyze, recommend, implement, and document new or revised procedures, internal controls, and process improvements;
- Review or prepare various tax and regulatory filing such as, Form 990, payroll tax, sales tax, and vendor reporting;
- Support internal and external audits including preparation of supporting audit schedules;
- Lead or support departmental and organizational special projects as assigned;
- Perform other accounting and finance duties as assigned.

### **General**

- Update job knowledge by participating in education opportunities;
- Protect organization's value by keeping information confidential and securing financial information;
- Excellent leadership and communication skills;
- Lead, train, coach and review the work of direct reports;
- Provide the highest quality services to all customers in every interaction;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

## **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

## **Education and/or Experience:**

**Education:** Bachelor's degree in Accounting/Finance or equivalent experience. CPA is desirable.

### **Core Competencies**

- ACCOUNTING EXPERIENCE – 10+ years of relevant accounting experience and 3+ years of supervisory experience. Retail inventory cost accounting experience preferred. Experience working in a not-for-profit with multiple revenue streams and programs preferred and a big plus. Ability to interpret and apply accounting knowledge and understanding of Generally Accepted Accounting Principles. Experience in a fast-paced, small team environment.
- PEOPLE, PROJECT, AND PROGRAM SKILLS – Effective teamwork skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Ability to contribute to and lead projects.
- LEADERSHIP – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- CULTURAL COMPETENCIES – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, AND INCLUSION – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMMUNICATION SKILLS – Exceptional oral and written communication skills including the demonstrated ability to research, analyze and report information.
- DECISIVE NATURE – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- COMPUTER SKILLS – High proficiency with Windows, Microsoft Office products, and Google applications; advanced MS Excel skills; advanced knowledge of general ledger accounting systems; current knowledge of Financial Edge NXT, Blackbaud Altru, Square POS, and Paychex Flex is a big plus but not required.
- AVAILABILITY – Maintain a flexible work schedule that includes seasonal peaks to meet the demands of executive management. After becoming familiar with projects and department leaders/staff, the Accounting Manager can work an office/home split schedule. Flexibility, seasonal overtime and off-hours commitment will be required.

### **Skills and Abilities:**

- Ability to demonstrate and maintain a high level of confidentiality and integrity;
- Ability to successfully work independently in small team environment;
- A creative problem solver with strong analytical skills who proactively identifies issues and tasks;
- A motivated team player who can maintain high level of efficiency, accuracy, and responsibility and demonstrate multitasking, strong time management, organizational skills in a fast-paced environment;
- Ability to lead;
- Excellent customer service orientation;
- Strong desire to take on new challenges and ability to embrace changes and continuous learning.

### **SUPERVISORY RESPONSIBILITIES**

This position will supervise Accounting Specialists.

### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods at a computer;
- Lift/carry items up to 20 pounds.

### **HOW TO APPLY**

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:  
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: [www.filoli.org](http://www.filoli.org)

Filoli is an equal opportunity employer who values diversity in the workplace.