



Accounting Assistant (PT)

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. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

The Accounting Assistant performs a variety of bookkeeping functions as a member of a four- person Accounting and Finance team in a growing non-profit organization. In line with the Strategic Plan, the position will support and collaborate with various programs and departments to ensure organizational excellence in our accounting department. The Accounting Assistant should possess a basic understanding of bookkeeping and business operations and be collaborative, trustworthy, and eager to learn in a fast-paced environment.

This is a part-time (up to 29 hours per week, flexibly scheduled), non-exempt and hourly position. Depending on candidate experience, the salary range for this position will be \$28.00 to \$30.00 per hour. Typically, the Accounting Assistant will work on-site for 5 hours per day, 4 days per week (Monday-Thursday or Tuesday-Friday) or 20 hours a week. Flexibility, seasonal overtime and off-hours commitment will be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Assist with data entry, filing, research, recording, and maintaining accurate and complete financial records;
- Complete cash and check deposits;
- Process accounts payable invoices and checks in Financial Edge General Ledger software;
- Assist with payroll processing and recordkeeping;
- Assist with financial data compilation, journal entries, analysis, and reports;

- Support department and organizational special projects as assigned;
- Protect organization's value by keeping information confidential and securing financial information;
- Ability to provide the highest quality services to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines, and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Demonstrate consistent and predictable punctuality, attendance and dependability;

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: Associate's degree in Accounting or other business related field, actively working toward a degree in Accounting or other business related field, or equivalent experience; satisfactory completion of undergraduate introductory accounting courses.

Core Competencies:

- **EXPERIENCE** – Minimum of at least one year of bookkeeping experience; a basic knowledge of accounting and business operations is essential. Experience in processing financial data in a fast-paced, high-volume environment. One year experience with general ledger software and Excel and current knowledge of Financial Edge a plus but not required. Payroll processing experience is preferred.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Strong problem solving and analytical skills. Effective cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **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** – Strong verbal and written communication skills.
- **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** – Must have a high proficiency in MS Excel. Proficient with Windows, Microsoft Office products, and Google applications.
- **AVAILABILITY** – On-site position. Maintain a flexible work schedule to meet the demands of executive management.

Skills and Abilities:

- Ability to demonstrate and maintain a high level of confidentiality, honesty, and integrity;
- Ability to be a motivated team player who can maintain high level of efficiency, accuracy, and responsibility and can demonstrate multitasking, strong time management, organizational skills in a fast-paced environment;
- Strong desire to take on new challenges and learn as much and quickly as possible;
- Possess strong customer service orientation.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver’s License is required.

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

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