

## 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. 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 Manager manages day-to-day general accounting functions and plays an important role in achieving a long-term financial sustainability of a growing non-profit organization. Primary responsibilities include general ledger management, preparation of journal entries and reconciliations, monthly closing procedures, financial reports, research and data analysis, and supervision of Accounts Payable/disbursements and Accounts Receivable/cash receipts. The position will work closely with the Human Resources Department to perform various accounting tasks for payroll and benefits and to back up payroll processing. The position will support and partner with various programs and department directors to accomplish Filoli's mission: "to connect our rich history with a vibrant future through beauty, nature, and shared stories." The Accounting Manager works in a beautiful historical house and garden setting and reports to the Chief Financial Officer.

A strong candidate for this accounting manager position should possess a solid understanding of GAAP accounting, excellent time management, problem-solving and analytical skills, who is collaborative, trustworthy, proactive, and eager to learn in a fast-paced environment.

This is a full-time, flexibly scheduled position. Flexibility, seasonal overtime and off-hours commitment will be required. This position is eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k) (401k - eligible after 6 months of employment), vacation, sick leave and holiday pay.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

#### ACCOUNTING

- Manage day-to-day general ledger accounting and monthly closing process to ensure compliance with U.S. GAAP, internal policies, and external audits;
- Prepare or review journal entries, reconciliations, and data analysis for multiple revenue databases;
- Partner with programs and department managers by supporting department budget and projection preparation, researching and recommending possible solutions for accounting and business issues, and continuously enhancing interdepartmental processes and controls;

- Develop financial analysis and reports for a variety of internal and external audiences;
- Manage full-cycle Accounts Payable and disbursement cycle;
- Manage full-cycle Accounts Receivable and receipts cycle;
- 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;
- Work closely with the Human Resources Department by backing up payroll processing function and performing accounting tasks for payroll and benefits;
- Assist with 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;
- Lead, train, coach and review the work of direct reports;
- 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;
- Attendance and punctuality are essential to work and all work-related functions.

### **SUPERVISORY RESPONSIBILITIES**

This position will supervise the Accounting Specialist and Accounting Clerk.

### **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, core competencies and skill requirements listed below:

### **EDUCATION**

Bachelor's degree in Accounting.

### **CORE COMPETENCIES**

- **ACCOUNTING EXPERIENCE** – 7+ years of relevant accounting experience and 1+ 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, high-volume, 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. Remote work is optional but no more than 25% on a regular basis.

#### **SKILLS AND ABILITIES:**

- Ability to demonstrate and maintain a high level of confidentiality, honesty, and integrity;
- Ability to successfully work independently and in small teams in an organization with high volume transactions;
- 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;

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid driver’s license and automobile insurance for personally owned cars used in the course of business 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:

- Lift/carry items up to 20 pounds;

- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods at a computer.

#### **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.**