



Accounting Assistant (P/T)

Filoli Historic House and Garden is a beautiful 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. Our Mission: At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories.

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. The position will support and collaborate with various programs and departments to accomplish Filoli's mission: "to connect our rich history with a vibrant future through beauty, nature, and shared stories. " The Accounting Assistant works in a beautiful historical house and garden setting and reports to the Chief Financial Officer. A strong candidate for this accounting position 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. The salary range is \$20.00 - \$24.00 per hour, depending on the candidate's experience. Typically, the Accounting Assistant will work 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. Please note that there is no public transportation to this site, so reliable transportation is 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 al 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:

- Satisfactory completion of undergraduate introductory accounting courses;
- 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;

Experience:

- 1 year of bookkeeping experience;
- Experience in processing financial data in a fast-paced, high-volume environment;
- A basic knowledge of accounting and business operations is essential;
- 1 year experience with general ledger software and Excel and current knowledge of Financial Edge a plus but not required;
- Payroll processing experience is preferred;

Skills and Abilities:

- Ability to demonstrate and maintain a high level of confidentiality, honesty, and integrity;
- Proficient with Windows, Microsoft Office products, and Google applications;
- Must have a high proficiency in MS Excel;
- Ability to be a motivated team player who can maintain high level of efficiency, accuracy, and responsibility and can demonstrate multi-tasking, strong time management, organizational skills in a fast-paced environment;
- Strong verbal and written communication skills;
- Strong desire to take on new challenges and learn as much and quickly as possible;
- Problem solving and analytical skills;
- Strong customer service orientation.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license for use of company owned vehicles and automobile insurance for personally owned car used in the course of business.

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.