



Senior Accountant

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. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories. We envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. Filoli is a 501(c)(3) nonprofit organization and is funded by multiple revenue streams. As an employee, you are eligible for a free Household Membership to enjoy the house, garden and other activities.

SUMMARY

Filoli seeks a Senior Accountant who values meaningful and exciting work toward accomplishing our mission and has outstanding problem-solving and analytical skills, excellent communication skills, and a solid knowledge of accounting principles. This position is responsible for a wide variety of finance and accounting functions from controlling and analyzing Filoli's financial transactions to preparing various financial reports, to performing month-end close procedures. The Senior Accountant will report to the Chief Financial Officer and will collaborate with staff in various departments including programs, fund development, operations, and administration.

This is a full-time, exempt position with flexible scheduling (depending on hours, work 4 days per week) and occasional work from home option available. It is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k) (eligible at 6 months of employment), vacation, sick leave and holiday pay. Occasionally, this position will need to work some evening and weekends so flexibility is appreciated.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Perform month-end closing activities including preparation of complex journal entries and account reconciliation in a timely and accurate manner;
- Maintain accurate General Ledger (G/L) and ensure integrity between G/L and revenue databases;
- Collaborate with program managers and fund development managers by supporting their financial planning and analysis needs and by timely identifying and resolving program accounting and finance issues;
- Prepare financial statements, financial analysis, and financial reports for grants and funders;
- Contribute to internal and external audits by preparing schedules and managing projects;
- Prepare or review tax and regulatory filing;
- Review payroll reports and process payroll as a backup for Staff Accountant;
- Improve processes by utilizing technology tools for assigned areas of responsibilities;
- Support Chief Financial Officer on appropriate fiscal strategies for the organization;
- Mentor junior staff and support their functions as a backup;
- Contribute to department and organizational special projects as assigned;
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and other legal requirements;
- Update job knowledge by participating in educational opportunities, reading professional publications, and maintaining personal networks;
- Protect the organization's value by keeping information confidential and securing financial information;

- 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

The Senior Accountant has no direct supervisory responsibilities but does serve as a coach and mentor for the Staff Accountant and Accounting Assistant. This position will occasionally supervise volunteers.

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/Experience:

Education: Bachelor's Degree in Accounting, Finance or other business related field required;

Experience:

- 5+ years of progressively responsible experience in general accounting; knowledge of non-profit accounting and grant accounting preferred, but not required;
- Experience with computerized accounting systems and automation; current knowledge of Financial Edge a plus;
- Experience with databases and analysis of large datasets in Excel; current knowledge of Blackbaud Altru a plus;
- 2+ years of experience with retail inventory and cost accounting preferred;
- 2+ years of experience in payroll processing with a third party payroll provider; current knowledge of Paychex Flex a plus;
- Previous experience working in a not-for-profit with multiple, complex revenue streams preferred;

Skills and Abilities:

- Solid understanding of GAAP; knowledge of nonprofit accounting and revenue recognition is preferred but not required;
- Strong analytical and financial management skills;
- Ability to handle sensitive and confidential information;
- Outstanding problem-solving skills and attention to details;
- Exceptional time management and organizational skills;
- High adaptability to changes and shifting priorities in a fast-paced environment;
- Strong computer skills, including Microsoft Office products, advanced Excel, and Google Applications;
- Flexibility to learn and leverage new tasks and technologies;
- Demonstrate excellent written and verbal communication and interpersonal skills;
- Ability to effectively handle multiple projects simultaneously in a deadline driven environment;
- Ability to work independently and as part of a team;
- 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:

- 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

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