



Job Title: Finance and Accounting Manager

The Memphis Botanic Garden is a not-for-profit 501(c) (3) organization managed by the Memphis Botanic Garden Foundation, Inc. for the benefit of the City of Memphis. Hosting over 260,000 visitors each year, Memphis Botanic Garden strives to enhance lives by connecting people with nature, increasing awareness and appreciation of our environment.

The Garden is currently seeking applicants for the position of Finance and Accounting Manager to manage the financial functions of a \$5 million operating budget.

Type: Full Time / Salaried

Reports to: Executive Director

Direct Reports: One part-time accounting clerk

Key Responsibilities:

- Coordinate the daily operations of the finance department, including A/P, A/R, cash receipts, general ledger, cash forecasting, and balance sheet reconciliation.
- Prepare and deliver timely, accurate monthly reports for each operating area plus consolidated reports by the 10th business day of the month.
- Work with the Executive Director and senior staff to create the annual budget including individual income statements for each operating area.
- Coordinate audit and tax preparation functions.
- Oversee investment results of endowment and financial reserves and provide overall treasury management.
- Assure timeliness of all licensing, permitting renewals, compliance, and sales tax mandates.
- Other duties as assigned by the Executive Director and Assistant Executive Director, including cross-training on payroll and benefits.

Desired Background: Mid to senior-level accounting manager.

- Bachelor's degree in Accounting, Finance, or related field
- Non-profit accounting experience
- Detail-oriented, team player, and problem solver
- Excellent communication and interpersonal skills

Special Requirements:

- Must submit to and pass a background check and drug screening.

- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- Position is officed on site, inside of the Memphis Botanic Garden offices.
- Typical schedule is Monday-Friday 8:30 am-4:30 pm, in-person at the Garden.
- Occasional nights and weekends are required.

Compensation is commensurate with education, skills, and experience.

Full benefits package offered including health, dental, and vision insurance plans, paid sick leave and paid vacation, 12 paid holidays annually, and a 401K match program.

If interested, email resume and cover letter to Mary Helen Butler at maryhelen.butler@membg.org.

Equal Employment Opportunity Statement:

Memphis Botanic Garden is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

Physical Demands and Work Environment:

The Finance and Accounting Manager position requires occasional lifting of up to 20 pounds, standing and sitting for extended periods, and working both indoors and outdoors in various weather conditions as needed.

Legal Compliance:

The Finance and Accounting Manager must adhere to all applicable federal, state, and local laws and regulations governing nonprofit organizations, financial management, accounting practices, and human resources.

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties and responsibilities are subject to change.