

Accounting Supervisor

Put your passion for the desert to work. To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480.481.8173, or mail to:

Human Resources
Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Full-time, Exempt

Oversees the accounts payable/receivable processes, perform general accounting/month-end closing duties, and quarterly and year-end analysis. Prepares analysis and schedules needed for the year-end audit process. The Accounting Supervisor works closely with the Controller to ensure Garden financial policies and procedures are followed. Serves as a key resource to explore ways in which the Finance and Accounting Department can support Garden operations. This position supervises the Junior Accountant and Accounts Receivable Clerk.

Duties and Responsibilities:

- Manage accounts payable, including review of all A/P transaction entries and analyses, as well as voucher and credit memo entries. Review invoice coding prior to payment; prepare (tax) Form 1099 for all applicable vendors; and manage research and correction of any vendor payment issues.
- Support the Controller in maintaining a documented system of accounting policies/ procedures and internal controls for all Finance and Accounting Department functions.
- Implement, manage, and evaluate operational process improvement projects for financial management at the Garden.
- Assist with review and evaluation of financial data reporting, both in the Finance and Accounting Department, and for distribution to other areas of the Garden.
- Oversee professional development of the Junior Accountant and Accounts Receivable Clerk.
- Manage all aspects of the GL system.
- Oversee processing of all contributions (cash, check, credit card, stock) from the Membership and Philanthropy Department.
- Perform monthly bank account reconciliations with corresponding GL adjustments.
- Oversee preparation of daily credit card revenue transactions for all Garden reporting nodes/terminals into the general ledger and verify with bank deposits.
- Assist the Controller in preparation of IRS 990 tax forms for the Garden and Foundation.
- Prepare daily cash position worksheet to update for bank and general ledger activity.
- Analyze all deferred revenue account balances monthly, with quarterly reconciliation.
- Update pledge roll-forward schedule corresponding to incoming pledges and payments monthly. Reconcile pledges and contributions in collaboration with the Membership and Philanthropy Department monthly for all levels of membership, and verify that all classifications of contributions reconcile with Membership and Philanthropy records.
- Prepare and record monthly payroll journal entry from Paycom

- Prepare and record gift shop, restaurant, special event, and other revenue monthly.
- Assist with the annual audit process as required.
- Represent the Finance and Accounting Department in various committee meetings and special events.
- Manage Finance and Accounting Department volunteer staff to complete specific accounting tasks/projects.
- Assist the CFO in the Controller's absence.
- Perform other duties, as requested by Controller.

JOB REQUIREMENTS:

1. High school diploma or equivalent required. Bachelor's degree preferred; degree in Accounting extremely desirable.
2. At least five years of in broad accounting, including general ledger, accounts payable, accounts receivable and cash accounting. Experience working with system conversions and integrations not required but desirable.
3. One to three years' supervisory experience.
4. Experience working with non-profit accounting.
5. Knowledge of Generally Accepted Accounting Principles (GAAP).
6. Strong analytical skills, highly detail oriented and organized in work.
7. Ability to meet deadlines.
8. Excellent communication and interpersonal skills with a customer service focus.
9. Ability to act and operate independently with minimal daily direction to accomplish objectives.
10. Proficiency with Microsoft Office applications. Experience with Solomon/Microsoft Dynamics accounting software not required but desirable.
11. Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, creativity, problem solving and results.

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes and to cultivate

individual and institutional excellence.

The benefits of regular employment at Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.