

Accounting Specialist

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

Direct Manager:	Senior Finance Manager		
Department/Group:	Finance	Job Category:	Full Time, 32 hours, benefits eligible
Location:	Boylston, MA	Travel Required:	Yes - Local
Salary or Rate Range:	\$25-\$27/hour	Apply at:	https://nebg.isolvedhire.com/jobs/
Date posted:		Posting Expires:	

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Accounting Specialist is expected to carry out the responsibilities of the job in ways that support NEBG at Tower Hill's mission and to its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns
- Attend IDEA workshops and training sessions

Responsibilities

- Accounts Payable
 - Manage vendor electronic records for updated tax information and certificates of insurance.
 - Reviews invoices submitted by staff through the Microix AP system and commits them for payment to MIP.
 - Ensures vendor invoices and payment requests contain proper codes, discounts and payment terms.
 - Communicate with vendors to discuss questions regarding invoices.
 - Ensure proper documentation supporting each payment of the biweekly check run.
 - Prepare annual 1099's using the financial software.
- Cash Receipts
 - Reconcile cash weekly from the Front Desk and Garden Shop.
 - Prepare daily and weekly deposits and make deposits either physically at the bank or through the remote deposit scanner. Must have own transportation for weekly bank deposits.

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- Record weekly activity from the POS/CRM software (Versai) to MIP, the financial accounting software.
- Record deposits from our Private Events Registration software into MIP
- Other duties and tasks as assigned to support mission and goals of the organization.

Schedule

- The Accounting Specialist position is non-exempt. The standard work schedule is 32 hours per week.

Education and Experience

- Associates or Bachelor's Degree in Accounting or Finance preferred, relevant experience in accounting or related field required.
- Knowledge of GAAP as it pertains to non-profits.
- Strong computer skills and ability to adapt to learning new programs and software; should have an outstanding/advanced experience in computer spreadsheets (Excel) and MIP or other non-profit accounting financial management software; Experience with 3rd party sub ledgers and POS systems.
- Strong organizational and analytical skills.
- Self-motivated and self-directed, willing to be flexible, a positive attitude and a willingness to adjust to a rapidly changing landscape and the possibility of unanticipated projects and demands.
- Ability to meet deadlines under pressure with acute attention to detail.
- Strong written communication skills.
- Willingness to establish and maintain effective working relationships.

Essential Functions

- Must be able to remain in a stationary position the majority of the workday, either seated or standing or a combination of both
- Must have a valid driver's license and be comfortable with local travel.
- Must be able to work with appropriate computer and communications equipment. Ability to use Microsoft Suite and Teams is required.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means.
- Must be able to navigate stairs or an elevator to the second floor work area.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG at TH property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.

In addition to being an Equal Opportunity Employer, NEBG at Tower Hill fosters an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts, and New England.