

Accounting Specialist

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

Direct Manager:	Director of Finance		
Department/Group:	Finance & Operations	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://bit.ly/nebg-jobs

The Accounting Specialist is expected to carry out the responsibilities of the job in ways that support New England Botanic Garden'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

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.
 - 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
- Familiarity with or the ability to learn Microsoft 365 and Teams is required
- Works with an awareness of surroundings in accordance with NEBG safety policy
- Complies with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description
- Other duties and tasks as assigned to support mission and goals of the organization.

Accounting Specialist

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.
- Experience with Accounts Payable and communicating with vendors.
- 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.
- Ability to communicate clearly and effectively in written and oral communication.
- 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.
- 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.