

COASTAL MAINE
BOTANICAL
GARDENS 

Staff Accountant

Reports to: Chief Financial Officer (CFO)

CMBG Mission: The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education and research.

Summary: The Staff Accountant works closely with and reports to the Chief Financial Officer (CFO) of CMBG as part of a three (3) person team that provides accounting and financial support in accordance with GAAP and non-profit accounting principles. Has primary responsibility for the day-to-day accounting functions and will ensure transactions are properly stated and documented with auditable support. The position covers a wide range of duties and is required to move among a number of areas throughout the day, interacting with people from every department and at all levels. Must be focused but flexible, and motivated to work in a dynamic and fast-growing organization.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Additional duties may be assigned.)*

- Ensure prompt and accurate month-end closing process
- Prepare and record monthly general ledger journal entries (inventory, pledges receivable, depreciation, payroll and benefits, deferred income recognition, endowment accounting, etc.)
- Maintain fixed asset sub-ledger and depreciation schedules
- Ensure accuracy of revenue and expense allocations by department on monthly basis; perform expense analysis vs. expectations and make booking corrections as needed, including at sub-ledger level
- Reconcile sub-ledger balances to general ledger
- Reconcile bank accounts monthly and monitor cash position on ongoing and timely basis
- Prepare monthly financial reports for use by management, the Finance Committee and the Board of Directors, foundations and lenders
- Perform margin analysis for revenue producing departments and activities, e.g., gift shop, cafe
- Assist in leading the departmental budgeting process and prepare final expense budgets for each department
- Provide backup to Accounts Payable/Payroll Accountant (entering invoices in sub-ledger system, etc.)
- Assist in maintaining general ledger structure
- Provide support for year-end close and annual audit as needed

- Assist in ad hoc finance and accounting related projects as needed

Qualifications needed for this position:

- Associate’s or Bachelor’s degree in accounting or equivalent experience
- Minimum of 3-5 years’ recent accounting or full-charge bookkeeping experience
- Proficiency with QuickBooks and Excel
- Financial reporting skills
- Attention to detail and commitment to data accuracy, highly organized with critical thinking and analytical skills
- Excellent interpersonal skills and the ability to work well under pressure in both a friendly and professional manner
- Desirable but not required:
 - Management Accounting experience
 - Working knowledge of GAAP accounting for non-profit organizations
 - Payroll experience
 - CPA certification

Work schedule:

This is a full time year-round position.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Submitted by:

Signature	Date
Manager	Date