



## TOWER GROVE — PARK —

### Accountant

Tower Grove Park is known for its unique, historic Victorian architecture, its extensive network of trails, and its signature community events and activities such as the Farmer's Market and the Festival of Nations. However, one of the main attractions for our 2.5 million annual visitors is the 289 acres of green open spaces and woodlands that serve as a natural oasis in the middle of a densely populated, diverse urban area. The living landscape of Tower Grove Park includes 6,900 trees, hundreds of varieties of woody shrubs, stunning horticulture, and many acres of grassy turf in which Park visitors can relax, socialize, exercise, study, and enjoy nature.

**Tower Grove Park operates with our core values in mind: accountability, stewardship, teamwork, welcoming, leader and fun. We encourage all of our employees to strive to fulfill these core values to create the best possible experience for our guests.**

#### WHAT YOU'LL DO:

- Lead preparation of operating and capital budgets
- Work closely with management and department heads in information exchange for proper financial reporting
- Pay and monitor monthly expenditures for operations, special projects and capital renovations
- Review, analyze and record bi-weekly payroll
- Monitor cash daily and prepare a weekly balance and projected cash and expenditure report
- Maintain internal accounting controls and procedures, while ensuring compliance with both GASB and GAAP
- Conduct accounting activities for Tower Grove Park Foundation
- Prepare applicable financial statements, supporting schedules, wage/benefit reports and perform bank account reconciliations as needed
- Collaborate with outside auditors to schedule audit dates and schedules for annual audits of Tower Grove Park and the Tower Grove Park Foundation
- Act as staff liaison for the Foundation Board and Finance Committee. Responsible for organizing, attending, and taking minutes for those quarterly meetings.
- Other duties as assigned

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

## **WHO WE'RE LOOKING FOR:**

The ideal candidate for this position will have a Bachelor's degree in Accounting as well as an understanding of accepted accounting principles for government and nonprofit entities. Preferred candidates will have 5 years of experience. Successful candidates will also be proficient in operating Quickbooks and Microsoft Office software. Familiarity with Blackbaud Raiser's Edge donor database software is a plus. Candidates should have extensive knowledge of payroll and wage procedures. This position requires the ability to handle multiple tasks at the same time in a sometimes fast-paced environment.

This position will work primarily out of the Tower Grove Park office with some availability for remote work. Office hours are Monday-Friday, 8:30AM-5PM.

Salary range: \$70,000-\$80,000

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life and short-term disability insurance as well as a retirement plan. Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of park facilities.

## **DIVERSITY & INCLUSION**

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age or veteran status.

## **Special Requirements**

Applicants are required to pass pre-employment drug and background checks.

Please apply for this position at [Indeed.com](https://www.indeed.com) or by emailing your resume to [jobs@towergrovepark.org](mailto:jobs@towergrovepark.org).

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