

## Accounting Manager

<b>Work Location</b>	Hermann Park, Houston, TX
<b>Employment Type</b>	Full-Time Salary
<b>Effective Date</b>	Immediately



### About Hermann Park Conservancy

Given to the City of Houston by George Hermann in 1914, Hermann Park was a central element in the City's first urban planning and civic design initiatives. Over time, however, Hermann Park met the fate of many urban parks around the U.S. and deteriorated as the City reduced its maintenance budget for parks. In response, several resident groups came together in 1992 to form the 501(c)(3) organization called Friends of Hermann Park, now known as Hermann Park Conservancy. Our mission is to preserve the integrity of the Park and strategically plan for Hermann Park's future to provide an outstanding experience for our visitors. We recently completed \$125 million in Park improvements, and our master plan prioritizes \$250 million in future improvements over 233 acres of Park land.

Our \$5 million annual operating budget includes robust stewardship initiatives – maintaining facilities, gardens and the Park's natural areas in partnership with the Houston Parks and Recreation Department. We earn revenue from providing visitor services such as the Hermann Park Railroad and pedal boats and renting facilities for special events. Our operations are expected to expand by 20% over the next three years and continue to grow, along with our endowments, which currently generate 10% of our annual operating budget. A recent survey of park users confirmed that they mirror Houston's demographics, and all use the different areas in the Park with equal enthusiasm. Our plans for the future are grounded in the belief that Hermann Park should remain a shared public gathering place where common ground can be found, and where people can come together to experience the rich diversity of Houston. And, where there is a place for everyone.

### Position Summary

This position will be responsible for the accounting of the Hermann Park Conservancy, and for maintaining all financial records, from day-to-day data input to monthly closing journal entries to preparing financial statements. This position will also be responsible for the payroll and treasury functions such as cash flow and deposits. The successful candidate will be a hands-on and participative manager and team player reporting to the Chief Financial Officer.

The Accounting Manager will play a critical role in supporting the management team in providing information to assist in making operational decisions as Hermann Park Conservancy continues to implement its master plan. This is a tremendous opportunity for a strong accounting and administrative team member to strengthen the internal capacity of a well-respected, high-impact organization.

## Accounting Manager

### Essential Job Functions

#### Accounting

- Analyze, prepare and present monthly, quarter, and annually accounting and financial reports in an accurate and manner.
- Collate financial reporting materials for all departments and donor segments. Manage and provide the information request and accounting of all grants.
- Receive and input all pledges and cash receipts.
- Monitor all accounts payable and process payment of invoices.
- Review and reconcile various financial accounts with the monthly statements and reports.
- Assist in the annual budgeting process in conjunction with the Chief Financial Officer.
- Prepare monthly reports tracking earnings from endowments and allocated pooled earnings to the proper endowment.
- Maintain fixed assets listing and review and post monthly depreciation entries.
- Prepare schedules, tax returns, and contract compliance reporting such as 1099, Form 990, etc.
- Assist in preparing reports for the finance committee and the board of directors.
- Coordinate and lead the annual audit process, liaise with external auditors.

#### Treasury and Human Resources

- Track cash flow and make weekly deposit.
- Assist in managing cash flow and forecasting.
- Reconcile bank statements.
- Assist in improving the Hermann Park Conservancy's human resources processes.
- Ensure that on-boarding processes are consistent and streamlined.
- Process bi-weekly payroll and track employee time allocations.
- Review and post all payroll related entries and accruals.
- Maintain employee personnel files.
- Assist in monitoring and implementing all necessary HR policies and accounting practices.
- Work closely and transparently with all external partners including third-party vendors and consultants.



## Accounting Manager

### Qualifications

- Minimum of a BA, or related degree
- At least five years of overall professional experience; ideally three-plus years of accounting and financial experience with a non-profit
- Experience having responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Experience with various accounting software packages. Accounting records are maintained in QuickBooks.
- Experience working as a team player
- Excellent communication and relationship building skills to work with a variety of internal and external stakeholders
- Strong organizational, administrative, analytical and time management skills
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Hermann Park Conservancy

Mail, fax or email cover letter and resume

**Hermann Park Conservancy**

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