

Accounting Manager

Position Title: Accounting Manager, Virginia Zoological Society

Supervisor's Title: Zoo Executive Director

Position Purpose:

The Accounting Manager plans, organizes, and directs all financial aspects of the Virginia Zoological Society, including the development and administration of policies on finance, accounting, banking, internal controls, budget, and auditing.

Position Essential Functions and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Functions:

- Oversees all activities within the Virginia Zoological Society (VZS) accounting/ financial areas.
- Develops and oversees all financial management policies and procedures for the VZS, the non-profit arm of the Virginia Zoological Park.
- Performs monthly general ledger closing
- Prepare accurate monthly financial statements in a timely manner.
- Coordinates and prepares for annual audit w/external auditors.
- Prepares AFS for tax accountant.
- Serves as the corporate insurance liaison to broker.
- Designs, implements, and directs the VZS's budgeting, purchasing, and financial recordkeeping and reporting systems.
- Develops, oversees, and enhances the accounting system (Financial Edge).
- Compiles Virginia Zoological Society budget in its entirety collecting input from department managers.
- Reconciles and controls income and expense variances.
- Develops and maintains cash-flow projections.
- Conducts necessary bank account setup and negotiates to achieve favorable rates for borrowing and investing.
- Works closely with the VZS's Board Treasurer and Finance Committee to review financials and set attainable and measurable goals for the organization.
- Oversees all cash collection and handling systems and ensures efficiency.
- Researches and forecasts both short-term and long-term revenues, expenditures, and capital needs.
- Ensures tax compliance and that the appropriate Certificates of Insurance coverage are in place.
- Conducts internal audits and maintains effective internal control procedures.
- Interacts with staff, board members, and the general public in order to accomplish the zoo's financial goals.
- Assists with special projects and helps other zoo employees as needed.

Management/Supervisory Responsibilities:

- Oversees Accounting Assistant who processes accounts receivable and accounts payable.
- Provides support and financial supervision to staff.

Education and/or Experience:

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in accounting or finance and 5 -10 years of management experience is essential.
- Experience in budget development and management, accounting, revenue management, data analysis and forecasting, internal auditing and personnel management is required.

Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily.

- Excellent knowledge of finance and accounting functions, including budgeting, credit, investments, internal controls, financial data analysis, and report preparation.
- Excellent working knowledge of mathematical principles to make calculations, balance and reconcile figures, and make changes accurately.
- Excellent skill in relating organizational objectives to financial policies on costs, fees, credit, etc.
- Excellent knowledge of management practices to direct accounting and finance staff.
- Excellent communication skills, both verbal and written, to establish and maintain effective working relationships with staff, volunteers, and the public.
- Excellent ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions.
- Excellent ability to make independent decisions and delegate responsibility and duties.
- Ability to serve in every respect and at all times as a goodwill ambassador for the Virginia Zoological Society and the Virginia Zoo in contacts with zoo visitors and the general public.
- Ability to arrive to work on time and maintain a positive attendance record.
- Excellent ability to prioritize and delegate responsibilities when necessary; effective time-management skills.
- Ability to handle multiple tasks simultaneously.