



TUCSON BOTANICAL GARDENS

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The Tucson Botanical Gardens (TBG) is a 5 ½ acre public garden located in the heart of Tucson at Grant and Alvernon. The Gardens, the former property of the historic Tucson Porter family, is home to 20 different display gardens, the Cox Butterfly & Orchid Pavilion, an outdoor garden railway, three gallery spaces, a unique gift shop and Edna's Eatery. In addition, TBG runs an ancillary gift shop at an offsite location.

Rated as one of the top attractions in the City of Tucson, the Tucson Botanical Gardens was also recently named as one of USA Today's Top Ten Best Botanical Gardens in its Readers Choice 2023 Awards. With a household membership of over 5,000 and visitation of over 150,000 visitors each year, the Gardens is seeking an enthusiastic new team member to be part of a growing and thriving public garden.

This position supports the Director of Finance and Accounting, the Gift Shops, and functions of the accounting department at TBG.

Position: Non-Exempt, Hourly Position
Normal Work Week: 40 Hours, Monday – Friday (onsite)

PURPOSE: To provide and assist with the financial and accounting functions of the Tucson Botanical Gardens, to be the main accounting liaison with the retail operations of TBG, and to support the Director of Finance & Accounting in other accounting functions.

FINANCIAL DUTIES AND RESPONSIBILITIES:

- 1) Reconcile daily deposits from all Gift Shops. This includes preparing daily reports from both LightSpeed and Altru for input into Sage
- 2) Reconcile all Gift Shop inventories in LightSpeed and Sage on a monthly basis.
- 3) Prepare monthly consignment check requests.
- 4) Field calls from Gift Shop vendors on missing invoices/payments and work with Director of Retail Operations and Director of Finance & Accounting on researching payments and missing invoices
- 5) Pick up and reconcile the deposits at the offsite gift shop location.
- 6) Deliver the check and cash deposits to the bank. In addition, maintain cash bank for making change for both gift shops.
- 7) Prepare accurate and timely monthly YTD statement of activities reports for the Gift Shop and the offsite gift shop.

- 8) Prepare accurate and timely quarterly YTD statement of activities reports for other programs (Marketing, Development, Education, Horticulture, Grounds).
- 9) Enter A/P and A/R as needed.
- 10) Reconcile monthly credit card statements and track down missing receipts.
- 11) Maintain monthly summaries of cash, endowment, and investment accounts including bank reconciliations.
- 12) Assist in the monthly preparation of Pima County payment requests.
- 13) Assist in the preparation of the annual budget with input from the Executive Director and Director Finance & Accounting as well as program directors.
- 14) Participate in the Gardens' fund-raising and public events by programming registers, insuring proper cash controls and preparing deposits
- 15) Assist in the preparation of year-end audit schedules.
- 16) Prepare the 1099s on an annual basis in January.
- 17) Reconcile monthly insurance for health, dental, vision, and ancillary insurance.
- 18) Serve as backup for payroll review/approval on a biweekly basis which includes 401K contributions and match.
- 19) Serve as backup for mail processing, check processing and entering payroll.
- 20) Other duties as assigned.

REPORTS TO: Director of Finance & Accounting

COOPERATIVE

RELATIONSHIPS: All departments, retail vendors, and volunteers as required.

POSITION REQUIREMENTS:

Degree in Accounting or equivalent in related work history with at least 2-3 years relevant work experience in retail and/or in non-profit corporations. Proficiency in Microsoft Excel and Word, and experience in accounting database programs, ideally LightSpeed POS and/or Sage 50. Must have a proven aptitude for accuracy and detail and be a team player. Must be able to be bonded, and pass an extended background check. Must have ability to multi-task while maintaining confidentiality, composure and organization. Must have a valid driver's license and own transportation.

ACKNOWLEDGEMENT:

I have read this job description and understand the duties.

Print Name

Date

Signature