



Manager, Accounting and Financial Analysis

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Foundation is seeking a Manager of Accounting and Financial Analysis. This full-time position works closely with and reports to the Director of Administrative and Financial Services. The Manager of Accounting and Financial Analysis is primarily responsible for managing the organization's accounting functions and analyzing financial and operational data to support decision making. This position requires discretion in dealing with sensitive, confidential situations and requires the ability to take initiative where appropriate.

Essential Functions include:

- Maintain financial accounting systems including general ledger, accounts payable, project tracking, fixed assets, budgeting and forecasting
- Manage Accounting staff
- Work with Database Manager and HR Manager to ensure that all transactions are recorded properly and month-end closings are completed in a timely manner
- Ensure that incoming receipts are handled properly and all moneys received are credited properly to the General Ledger and revenue and receipts database
- Oversee posting and reconciliation of all General Ledger accounts monthly and ensure all accounts remain in balance
- Ensure accuracy and integrity of all financial information
- Oversee fixed assets accounting including additions, disposals, and depreciation calculations
- Perform accounting for short-term and long-term investments including those held for endowments, reserves, capital campaign, and other restricted funds
- Assist in preparing and monitoring operating budgets and long-term plans
- Assist in planning for and manage the year-end independent audit process and providing information to auditors as needed throughout the year
- Provide detailed records for tax preparation
- Analyze data and prepare reports related to financial results and forecasts, operating costs, new programs and strategies, capital spending, contracts, and other areas as they arise
- Monitor cash needs of the organization
- Monitor, prepare, and submit regulatory (state and federal) compliance reports as needed
- Other projects and duties as assigned

Education and Experience:

- Bachelor's Degree in accounting or related field
- 3-5 years of proven work experience in finance or accounting
- Strong analytical skills and experience preparing insightful data-driven and user-friendly reports

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- Must be able to maintain confidential information and deal with sensitive issues with discretion
- Excellent computer skills, including Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Experience with database programs
- Strong interest in and dedication to Maymont's mission
- Excellent verbal and written communication skills
- Strong organizational skills, good time management skills, ability to multi-task and prioritize multiple tasks.
- Ability to manage a team and interact effectively with individuals of diverse backgrounds, experiences, and personalities
- Ability to work under deadlines, meet crises calmly, solve problems, and show attention to detail and accuracy
- Ability to work with a minimum of supervision, show initiative, take ownership of an entire process, and take a creative approach to tasks
- Must be helpful, flexible, and available for occasional weekend and/or evening hours as needed

Preferred:

- 5+ years of proven work experience in finance or accounting
- CPA certification, CNAP certification or MBA degree
- Experience with a variety of software and technology
- Experience using Blackbaud Financial Edge
- Experience with non-profit organizations

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.