



MANAGER, ACCOUNTING AND FINANCE– FULL-TIME

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.

Maymont is seeking a Manager of Accounting and Financial Analysis. The Manager of Accounting and Financial Analysis is responsible for managing the organization's accounting functions and analyzing financial and operational data to support decision-making. This position reports to the Director of Finance & Administration.

Essential Functions:

- Manages financial accounting systems, including general ledger, accounts payable, accounts receivable, project tracking, fixed assets, budgeting and forecasting, ensuring accuracy and integrity of all financial information.
- Leads monthly closing process, including preparation of journal entries and reconciliations of banking and investment accounts.
- Oversees posting to all general ledger accounts and conducts monthly reconciliation, ensuring all accounts remain in balance.
- Oversees fixed assets accounting, including additions, disposals and depreciation calculations.
- Analyzes data and prepares monthly reports related to financial results and forecasts, operating costs, new programs and strategies, capital spending, contracts, and other areas as they arise.
- Manages annual audit and tax preparation processes, providing detailed records, account analysis, audit schedules and other financial reports for annual external audit and tax return.
- Monitors, prepares and submits regulatory (state and federal) compliance reports, as needed.
- Assists in preparing and monitoring operating budgets and long-term plans.
- Serves as backup for accounts payable, accounts receivables and change fund management, as needed.
- Supports Maymont community and fundraising events, which may occur outside normal work schedule.
- Assists with other duties and other tasks as assigned.

Education and Experience:

- Bachelor's degree in accounting, business administration, or related field. MBA, CPA or CNAP preferred.
- 5+ years of proven work experience in nonprofit finance or accounting.
- Experience with Blackbaud preferred.

Required Skills and Abilities:

- Strong analytical, mathematical and problem-solving skills, paying careful attention to detail and accuracy
- Advanced digital literacy and the ability to use systems and technologies to maximize performance, efficiency, and effectiveness
- Strong organizational skills, good time management skills, ability to multi-task and prioritize tasks to meet deadlines
- Excellent verbal and written communication skills
- Ability to maintain confidential information and handle sensitive issues with discretion
- Belief in and dedication to Maymont's mission, values and goals



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- Ability to collaborate as part of a team and interact effectively with individuals of diverse backgrounds and experiences
 - Ability to work with a minimum of supervision, show initiative, take ownership of an entire process and take a creative approach to tasks

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

Competitive compensation and benefits package includes paid time off, and health, dental, vision, disability, and life insurance.

FLSA Status: Full-Time Exempt

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.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

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

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

To safeguard employees during the COVID-19 pandemic, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.