



JOB TITLE: Accountant (part-time)

REPORTS TO: President/CEO

GENERAL SUMMARY:

Olmsted Parks Conservancy is a nonprofit organization in Louisville, KY whose mission is to restore, enhance and forever protect Louisville's Olmsted-designed parks and parkways, connecting nature and neighborhood while strengthening our community's well-being. Working in partnership with Louisville Parks and Recreation system, the Conservancy raises private funds to ensure that the Olmsted Parks are maintained at the highest standards.

Under the supervision of the President/CEO, the Accountant is responsible for managing the financial operations of the Conservancy. This is envisioned as a 20-hour-per-week position, with additional hours at various times of the year.

ESSENTIAL DUTIES AND TASKS:

1. Independently manages day-to-day finances, including but not limited to accounts payable, accounts receivable, payroll and PTO benefits.
2. Reconciles all accounts pertinent to financial statement preparation.
3. Prepares all month-end financial reports for Board review.
4. Prepares monthly departmental budgets for staff leadership.
5. Coordinates with external investment professionals to accomplish OPC investment goals.
6. Prepares and submits the Conservancy's annual budget for Board approval.
7. Assists auditors with annual audit and annual Form 990.
8. Maintains and reconciles restricted and designated funds records and related files.
9. Tracks project costs for approved park projects. Coordinates with Louisville Parks and Recreation on joint projects and their funding.
10. Prepares and maintains financial analyses for the Conservancy including tracking of campaign revenue and the utilization and availability of those funds.
11. Serves as staff liaison to the Finance Committee.
12. Oversees insurance policies and employee benefits.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, or equivalent experience. Must have at least five years of accounting, finance, budget preparation, budget analysis, and/or or financial analysis experience.

This position requires computer knowledge and skill. Must be able to use business software packages including applications within Microsoft Office. Must have attention to detail. The

employee must be able to maintain complete confidentiality of any information s/he encounters.

Olmsted Parks Conservancy has a big mission and a small staff. The Finance Manager must be capable of working independently, yet in a team environment. Strong interpersonal skills are essential. Daily interaction with co-workers, board members and donors.

SALARY: Salary is commensurate with education and experience.

TO APPLY: Send resume to info@olmstedparks.org.

Louisville Olmsted Parks Conservancy, Inc. is an equal opportunity employer that values diversity in its workplace.