

FAIRMOUNT PARK

CONSERVANCY

Staff Accountant

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

Position Overview:

The Staff Accountant is responsible for the facilitation and execution of the accounting tasks related to Conservancy operations. This position reports to the Controller of the Conservancy. Key responsibilities include managing Accounts Receivable, Accounts Payable, and finance information systems, and supporting senior leadership with audit and compliance actions.

Responsibilities:

- Client and Vendor Management
 - Coordinate with contractors and vendors to ensure timely submission of payment requests
 - Prepare all vendor and contractor invoices for payment
 - Prepare monthly client requisitions and reimbursement requests according to grant requirements
 - Monitor reimbursements to Conservancy and its vendors and contractors
 - Prepare and coordinate bank draws for financing to ensure timely payments
- Report, Track, and Monitor Project Activity
 - Ensure contractor and vendor compliance with contract terms and conditions
 - Update project spending rates monthly to assist senior leadership in managing organizational cash flow
 - Prepare monthly cost reports for project managers
 - Track changes, allowances, and contingency reserves
 - Maintain project files and update information in relevant software

This role also supports project-based work of the Conservancy in conjunction with the respective team facilitating the project. Some of the core project-based duties are:

- Project Start-Up
 - Collaborate with the Project Manager to establish budget frameworks for job costing and billings
 - Track new and existing projects in the operational software according to approved documents

FAIRMOUNT PARK

CONSERVANCY

Staff Accountant

- Organize approved documents and ensure compliance with the Conservancy's retention policy and audit requirements
- Project Closeout
 - Assist with the financial aspects of project closeout
 - Participate in any project, funder, or organizational audit

Qualifications & Core Competencies:

- Certified Public Accountant Designation strongly desired
- Bachelor's degree in a related field (accounting, business management, or something similar). Work experience in place of a degree is acceptable in exceptional circumstances as deemed by management
- Minimum of 3-5 years of experience in accounting or office administration, preferably in a non-profit or construction environment
- Proficiency in software such as QuickBooks, Sage, or similar platforms
- Strong demonstrated knowledge of GAAP and financial reporting requirements
- Excellent organizational, collaborative, and time management skills
- Strong analytical skills and attention to detail
- Advanced proficiency in Microsoft Excel and other MS Office applications
- Excellent verbal and written communication skills
- Ability to manage multiple projects and prioritize tasks effectively
- Strong problem-solving abilities and a proactive approach
- Experience with grant compliance and financial reporting

Compensation:

The salary range for this position is \$50,000 - \$70,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender, or sexual orientation and encourages all qualified individuals to apply.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please submit a resume and three work-related references as either PDF or Word documents here: [Application Form](#)

Please, no phone calls or mailed applications. The application deadline is October 9th, 2024. Applications will be reviewed on a rolling basis until the position is filled.