



MASSACHUSETTS HORTICULTURAL SOCIETY

Horticultural Center at Elm Bank • 900 Washington Street • Wellesley, MA 02482 • 617-933-4900 • MassHort.org

July 11, 2017

JOB DESCRIPTION

POSITION TITLE: Accounting Manager

REPORTS TO: Executive Director/President

WORKS WITH: Finance committee, departments

POSITION TYPE: Salary: FULL TIME

Job Description:

The Accounting Manager position at Massachusetts Horticultural Society is a senior management professional that reports to and works with the Executive Director to provide accurate financial reports to help guide the organization's financial health. The Accounting Manager maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems. In this role, the Accounting Manager exemplifies high ethical standards; trustworthy, discretion and judgment to maintain confidentiality in both financial and personnel matters.

Accounting Manager Job Responsibilities:

Accounting Manager Job Duties:

Finance/Accounting:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Works closely with the Finance Committee and prepares monthly and annual financial reports
- Works with External and Internal Auditors:
 - To monitor and confirm financial conditions by conducting internal audits
 - To provide information to external auditors
- Manages the accounting systems: bookkeeping, accounts payables, accounts receivables, payroll, general ledger entries and purchase orders.
- Provides status of financial condition by collecting, interpreting, and reporting financial data on a regular basis to the Executive Director and the Finance Committee.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.

- Achieves budget objectives by scheduling expenditures; analyzing variances; recommending to the Executive Director corrective actions.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques.

Vendor Relationships:

- Manages vendor relationships
- Oversees timely payment of invoices to maximize organization's cash flows

Human Resources Administration

- Manages employment paperwork for new employees and exiting employees.
- Manages enrollment of all accounts and ensure compliance all Health, Life, Disability, Dental, Pension, and COBRA accounts
- Adheres to confidentiality requirements related to the sensitive nature of Human Resources

Insurance

- Works with insurance brokers to maintain required insurance coverage
- Solicits brokers to attain lowest premium
- Manages and amortizes prepaid insurance payments
- Manages and oversees insurance claims

Technology

- Manages technology contracts for IT services
- Assures technology backups are maintained and tested on a recurring basis

To apply:

Please send cover letter and resume to: Katherine Macdonald kmacdonald@masshort.org