

Staff Accountant & Financial Analyst

Grade: 9

Reports to: Chief Financial Officer
Division: Finance
Job Status: Exempt, Full-Time

Department: Accounting
Approval Date: June 2019

Job Summary:

Reporting directly to the CFO, the Staff Accountant & Financial Analyst (SAFA) partners with the Controller to ensure the financial books and records of the organization are maintained accurately and in a timely fashion. In addition, the SAFA is responsible for financial analysis and reporting used both by internal management and external stakeholders and is an integral part of the budget process.

Essential Functions:

- Adheres to the South Carolina Aquarium Policies & Procedures.
- Reconciles pledges receivable and contributed revenue in the General Ledger to the Customer Relationship Management (CRM) system by working closely with the Development team.
- Supports the external audit and the preparation of Tax Form 990, ensuring smooth processes by partnering closely with the CFO, Controller and external audit and tax teams.
- Prepares monthly, annual and ad hoc financial statements, clearly communicating the organization's position to internal management.
- Partners with Directors and Managers of other departments to develop appropriate financial targets and prepares various financial reports by department, program, project, etc. to measure financial success.
- Analyzes a variety of financial information (revenues, expenses, cost projections, cash flow, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds and ensuring activities are within budget.
- Assists the CFO and Controller with the overall budget and planning process; recommends budgetary procedures and practices; develops materials and procedures for the preparation of budgets.
- Monitors both program and organizational budgets, communicating with senior leadership when appropriate; works with Directors and Department Managers to analyze and control budget variances.
- Assists the CFO with the administration of contracts and insurance.
- Prepares business license renewals.
- Assists Controller in establishing accounting policies, controls, and procedures to ensure that all financial transactions are recorded correctly in accordance with GAAP.
- Participates in various cross-functional teams on selected projects, as required, including an upcoming migration to a new Finance/Accounting system.

Other Duties and Responsibilities:

- Supports the mission of the Aquarium by participating in sponsored programs and events.
- Member of the Operations Team.

Knowledge, Skills and Abilities:

- Strong knowledge of Generally Accepted Accounting Principles.

- Proficient in MS Office Products including: Excel, Word, PowerPoint, and Outlook.
- Competent in Accounting and Business software.
- Ability to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job descriptions.
- Actively identify opportunities for process improvement and take steps to achieve desired results.
- Ability to function independently while maintaining clear communication with senior management and individuals in other departments, as appropriate.
- Goal oriented with proven ability to establish priorities and meet deadlines.
- Excellent verbal and written communication skills.

Education and Experience Required:

- Bachelor's Degree in Accounting or Finance; CPA/MBA preferred, but not required.
- Experience in a non-profit and/or guest services environment preferred.
- Experience with financial reporting.

Licenses and Certifications Required:

- Valid Driver's License

Physical Requirements and Working Conditions:

- Average walking, standing, bending, stooping, crouching, sitting and performing computer and phone tasks
- Normal office environment
- Contact with customers, outside vendors and the public
- Occasional travel and late nights

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.