



Staff Accountant

Company Overview

The Parklands of Floyds Fork is a world-class addition to Louisville's park system that includes four major parks linked by a park drive, a first-rate urban trail system, and a remarkable water trail, all tracing Floyds Fork, a classic Kentucky stream. The Parklands is responsible for fundraising, accounting and finance, operations and maintenance of the parks system. This public/private project is unique in the region and unlike anything currently in development across the country – truly a city-shaping model. The Parklands hosts around 3 million visits annually, and a team of approximately 50 employees and numerous volunteers care for the more than 4,000 acres. Learn more at www.theparklands.org.

Job Description

We seek to hire a staff accountant reporting directly to the controller. The staff accountant will support the controller with the financial activities of our multi-department nonprofit organization. The ideal candidate will have a four-year accounting degree with intermediate Excel skills and an ability to think analytically. This is not a remote position; it is based in administrative offices separate from the parks.

The key responsibilities include:

- Accounts payable:
 - Code invoices to correct accounts and departments.
 - Process payments.
 - Maintain electronic vendor files with invoices, current W-9s and certificates of insurance.
- Payroll:
 - Process biweekly payroll accurately and timely, using Paycor.
 - Reconcile quarterly payroll Form 941s to quarterly financial statements.
- Credit cards:
 - Record charges and payments to correct accounts and departments.
 - Ensure each charge has a receipt.
 - Reconcile monthly credit card statements.
- Prepare monthly sales tax returns from subledger reports.
- Reconcile multiple bank statements monthly and resolve discrepancies.
- Human resources:
 - Run background checks on prospective hires.
 - Onboard new employees using Paycor.
 - Ensure that employees are enrolled in benefits as appropriate.
- Insurance:
 - File property and workers compensation claims if needed.

- Assist controller with monthly journal entries and balance sheet reconciliations.
- Assist controller with other duties as assigned.

Benefits

This is an exciting position working for a non-profit whose mission focuses on the betterment of the environment and our community. Our world-class park system is one of the jewels of the city, and you will be working in a professional environment with people who are passionate about what they do.

The Parklands of Floyds Fork offers a competitive compensation and benefits package that includes a matching 401k plan, health, dental, life, vision, and paid parking as well as many other benefits.

Required Skills

- Thorough knowledge of accrual basis accounting
- Attention to detail and accuracy
- Critical and analytical thinking
- Intermediate knowledge of Excel, accounting software (preferably NetSuite) and payroll software (preferably Paycor)
- Ability to maintain confidentiality
- Ability to multitask and meet deadlines
- Comfortable working with a near-paperless system

Required Experience

- Bachelor's degree in accounting
- At least one year of experience; accounting internships may be substituted for experience

To Apply:

Applications will be accepted until this position is filled. Interested candidates should submit their resume, a cover letter including expected salary, and a list of three references via email to careers@theparklands.org with "Controller" in the subject line. Please no phone calls. Any recommended applicants for hire must pass a background check.