



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 has more than 3 million visitors 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

The staff accountant will report directly to the controller and assist 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 position is not remote; it is based in East End administrative offices separate from the parks.

Key responsibilities include:

- Accounts payable:
 - Code invoices to correct accounts, departments and purchase orders.
 - 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, resolving discrepancies and stale outstanding checks.
- 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 exciting position is with a non-profit whose mission focuses on the betterment of the environment and our community. Our park system is one of the jewels of the city, and you will work 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, and vision, as well as many other benefits.

Required Skills

- Thorough knowledge of accrual basis accounting. Knowledge of nonprofit GAAP would be a bonus.
- 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, using Adobe Acrobat
- Comfortable communicating with team members and vendors via phone, email or in person

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.