Santa Fe Botanical Garden

**Job Description**

**Job Title:** Controller

**FLSA Classification:** Exempt

**Pay Rate:** $45,000 - $60,000 / year

**Part Time:** ☑ Full Time:

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**Supervision Received:** Works under the supervision of Finance Director

**Supervision Exercised:** None

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**Job Summary:** The Controller reports to the Finance Director and is responsible for the day-to-day financial management of the organization. The controller will work independently and collaborate with staff to process all accounts receivable, accounts payable and prepare financial statements. The controller will be responsible for file maintenance of the accounting department.

**Essential Responsibilities:**

- Weekly, monthly, quarterly and annual duties related to full-service payroll
- Weekly accounts payable - payment of bills in QuickBooks Desktop and document retention
- Weekly update of Blackbaud and other bank deposits postings in QuickBooks
- Monthly bank and credit card statement reconciliations and document retention
- Monthly review of other Balance Sheet accounts for necessary updates
- Monthly reports for management

**Additional Responsibilities:**

- Assistance with annual audit by 3rd party CPA firm
- Assistance with annual Form 990 preparation by 3rd party CPA firm
- Provide reports, accounting information as requested
- Monitoring the business@ email address for other duties and requests (NTTC certificates, research requests, etc.)
- Monthly/Quarterly NMTAP filings (zero Gross Receipts, Workers Comp fee, etc.)

**Competencies:**

- Knowledge of Generally Accepted Accounting Principles
- Positive attitude and team player
- Highly organized with strong emphasis on self-motivation and analytical skills
- Strong interpersonal skills with an ability to interact with executive level external and internal clients
- Exceptional communication skills, both oral and written
- Ability to identify and manage priorities
- Excellent written and verbal communication skills
- Capable of multi-tasking and the ability to work in a team environment as well as independently
- Exhibits highly developed ability to follow-up on multiple projects
- Exhibits confidence, ambition, self-motivation and the ability to work independently
- Exhibits keen problem solving and listening skills
- Strong proficiency with Microsoft Office Suite, including MS Excel
Education Requirement
- Bachelor’s Degree in Accounting or a related field
- CPA or MBA is desired but not required

Experience Requirement
- Minimum 5 years practical accounting experience
- Experience with non-profit accounting
- Experience with grants management as it relates to compliance and reporting of private and government grants.

Knowledge, Skills, and Abilities:
- Knowledge of not-for-profit accounting and GAAP

Special Requirements:
- Valid New Mexico Driver’s license.
- May be required to work weekend or evening hours or on holidays.

Physical Requirements:
- This position requires the employee to sit and/or stand for a majority of the day. Constant hearing, seeing, talking, communicating, reading, writing, and typing in an indoor environment

Working Environment:
- Work is primarily performed in an office environment.
- Occasional exposure to blood-borne pathogens and infectious disease.

Equal Employment Opportunity:
The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:
Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:
Please send your resume and cover letter as attachments via email to hr@santafebotanicalgarden.org and include “Controller” in the email subject line.

Applications will be reviewed immediately until the position is filled.

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, community service, presentation of the arts, and the sustainable management of our public garden. For more information, visit us online at santafebotanicalgarden.org.