



## ACCOUNTING MANAGER

**Position Type:** Regular full-time (exempt)

**Reports to:** Chief Operating Officer

**Location:** Remote, some travel to ZFP headquarters required

The Accounting Manager for the Zion National Park Forever Project is a pivotal role focused on ensuring financial integrity and success for our initiatives. We are seeking a detail-oriented finance professional with a strong emphasis on accounting procedures. The Accounting Manager will oversee various financial functions, including maintaining compliance and generally-accepted non-profit accounting practices.

### WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking a full-time Accounting Manager that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, and Pipe Spring National Monuments and providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and understand the value of each person's contribution to this important work.

The Forever Project's headquarters are in Zion National Park. The Accounting Manager position will be primarily remote with some travel to and from Zion Forever Headquarters.. A willingness to occasionally work evenings and weekends is necessary.

### WHAT YOU'LL DO:

The Accounting Manager is responsible for the following:

#### NON-PROFIT ACCOUNTING PROCEDURES & COMPLIANCE - 45%

- Establish and enforce accounting policies and procedures to ensure compliance.
- Oversee internal and external audits, providing necessary documentation.
- Oversee all bookkeeping, accounts payable, accounts receivable, restricted fund tracking, and bank reconciliations.
- Make decisions regarding coding of revenue, expenses, and journal entries.
- Stay abreast of changes in accounting regulations and standards, implementing necessary adjustments.

## **FINANCIAL REPORTING & DATA MANAGEMENT - 40%**

- Prepare accurate financial statements in compliance with accounting standards.
- Conduct regular financial reviews, providing insights and recommendations for improvement.
- Generate comprehensive financial reports for management and stakeholders.

## **BUDGETING & FORECASTING - 15%**

- In collaboration with the COO and other departments, develop and manage annual budgets.
- Monitor budgetary performance and provide detailed variance analysis.
- Assist in the creation of financial forecasts to support strategic decision-making.

## **KEYS TO SUCCESS (THE MUST-HAVES)**

To be successful in this job, you will excel in these areas:

### **Hard skills:**

- A minimum of 3-5 years of non profit accounting experience. Retail experience highly desirable.
- Bachelor's degree in accounting required, or any combination of education and experience equivalent to the above. CPA certification preferred.
- Superior time and task management skills with the ability to set clear priorities.
- Ability to maintain the highest level of confidentiality and professionalism at all times.
- Proficiency with Microsoft Office Suite and accounting technology system required. Proficiency with Sage Intacct software preferred.

### **Soft skills:**

- Commitment to learning and sharing the ZFP mission and advancing a culture of inclusion in the organization and Zion.
- Collaborative and flexible.
- Highly independent, self-starter who displays initiative in taking on new projects as requested.
- Open-minded problem solver with a calm and flexible demeanor.
- Able to prioritize, quickly manage multiple projects, and meet multiple deadlines.
- Able to lead and direct a small Finance team, overseeing AP, AR, Bookkeeping and Journal Entries.

## **WHAT ELSE YOU SHOULD KNOW**

We value diversity among our staff. Zion Forever is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, exempt, benefit-eligible position. Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k) retirement plan, and discounts in our park stores.

## **HOW TO APPLY**

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability for the position to Elizabeth Fiala, Director of Human Resources, Zion Forever Project, at

**[elizabeth.fiala@zionpark.org](mailto:elizabeth.fiala@zionpark.org)**. For questions, contact Elizabeth Fiala.