



DIRECTOR OF ACCOUNTING

Position Type: Regular full-time (exempt)

Reports to: Chief Operating Officer

Location: ZFP Headquarters

Pay Grade: 9

The Director of Accounting 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 Accounting and Finance professional with a strong emphasis on accounting procedures. The Director 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 Director of Accounting that is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks and Pipe Spring National Monuments, and the US Forest Service, 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 Director of Accounting position will be located in Zion.

WHAT YOU'LL DO:

The Director of Accounting is responsible for the following:

NON-PROFIT ACCOUNTING PROCEDURES & COMPLIANCE - 45%

- Establish and enforce accounting policies and procedures to ensure compliance with both general and non-profit best practices and legal requirements.
- 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 up to date on changes in accounting regulations and standards, implementing necessary adjustments.
- Develop and implement standard operating procedures and policies based on non-profit standards for accounting.
- Maintain compliance with financial and fiduciary responsibilities of the organization.
- Assess and mitigate financial risk through compliance and process management.

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.
- Interact with federal and other land agency personnel to provide funding updates and ensure all transactions are accounted for and processed accurately and consistently.

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.
- Master's degree in Accounting required.
- CPA certification required.
- Superior time and task management skills with the ability to set clear priorities.
- Ability to maintain the highest level of confidentiality and professionalism.
- 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.
- Able to effectively lead and direct a small Finance team, overseeing AP, AR, Bookkeeping and Journal Entries.
- 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.

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**.