



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – CONTROLLER

**Department:** Accounting

**Pay Type:** Full-time, Salaried, Exempt

**Supervisor:** Executive Vice President & CFO

**Date Posted:** October 6, 2021

**Position Summary:** Provide management for all positions within the Accounting Department. Demonstrate ongoing leadership, accurate and sound practices for any and all financial functions as well as making sure all processes within the department operate without interruption.

### Essential Functions:

- Management of accounting department
- Preparation of monthly financial statements for staff and committees
- Responsible for the documentation and organization of the Financial and 403B annual audits
- Management and analysis of all inventories
- Monthly review of capital budget and project performance; including monthly depreciation
- Assist with operational and capital budgets
- Accountability to the organization for accounting staff to be present as needed
- Participation in Finance and Audit Committee meetings
- Ongoing communication with all departments as to expected accounting processes as well as an understanding of other departments to be able to assist in providing understandable information
- Any other duties as assigned by the Executive Vice President & CFO

### Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

### Minimum Job Requirements:

**Education:** Bachelor's degree in Accounting or Finance

**Experience:** At least five years of accounting managerial experience preferred

**Specific Skills:** Position requires excellent communication skills and attention to detail. Experience with nonprofit accounting software preferred as well as understanding project-based accounting and effective use for allocation of expenses.

**Working Conditions:** Regular office environment; occasional assignment to off-shift or weekend duties. Requires ability to operate computer and other office equipment, plus mobility in office, grounds and exhibition areas and ability to lift up to 10 pounds frequently and up to 25 pounds occasionally.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org).

**Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.**

All candidates are required to submit to our background and drug screening process.

**Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.**