

## **Olbrich Botanical Society**

**Job Title:** Financial Coordinator  
**Reports to:** Olbrich Botanical Gardens Director  
**Employee Status:** Full-time Regular

**About Olbrich Botanical Society (OBS):** OBS operates Olbrich Botanical Gardens in cooperation and partnership with the City of Madison Parks Division. With an operating budget of \$1.8 million, OBS supports education, public relations and marketing, special exhibitions, as well as the physical gardens. For more information, visit <http://www.olbrich.org/about/>

**Purpose:** The Financial Coordinator manages the day-to-day financial activities of Olbrich Botanical Society (OBS). This is a responsible and confidential position that reports to the Director, OBS Treasurer, and the Board of Directors. The Financial Coordinator manages revenue received on site, prepares payroll, generates financial statements and monthly balance sheets, and reconciles bank accounts. The Financial Coordinator also prepares cash banks for special events ticket sales as well as daily cash banks for the lobby Greeter Desk which is staffed by volunteers. The Financial Coordinator supports the entire operation at Olbrich Botanical Gardens and is a key member of staff.

### **Responsibilities:**

#### **Cash management**

- Petty cash funds – control, disburse, reconcile and maintain petty cash funds for daily operations and for special operations for ticket events and sales
- Monitor cash flow and inform Director of cash requirements if needed
- Oversee the daily cash management of all onsite revenue
- Balance revenues in the accounting software with revenues recorded in the donor database software weekly or monthly as required
- Oversee and prepare bank deposits and deliver to bank, or oversee that delivery
- Reconcile bank statements for all bank accounts
- Train & supervise volunteer and staff cashiers for exhibitions, sales and events as needed; Program the cash register devices to accept cash and credit card

#### **Accounts payable**

- Generate vendor expense disbursements from approved and vouchered invoices and track them in the accounting software
- Maintain and update the chart of accounts
- Monitor bank reconciliations for checks that weren't cashed and notify departments responsible

#### **Payroll**

- Prepare the payroll – verifying the withholdings, the use of paid-time-off, and other details involved with employee pay; process pay raises, new hires, and resignations
- Report the payroll online to the payroll processing firm and monitor for accuracy
- Report any problems or inconsistencies to appropriate supervisor and Director

### **Financial Statements**

- Prepare monthly financial statements for each OBS department including the current month and year-to-date against the budget. Generate balance sheets for OBS, OBS Foundation, OBS Capital Campaign and others as appropriate.
- Review the reports for accuracy and adherence to accounting guidelines; follow up with corrections/changes/questions raised by department budget managers
- Work with accounting consultant to produce the final monthly financial statements and the financial summary that is submitted to the Board of Directors
- Prepare and maintain Donor Restricted revenue and expense records, pledges receivable
- Assist new employees with 401(k) enrollment when eligible and make sure records are maintained through the payroll system
- Assist as directed with preparations of the annual OBS budget. Enter and maintain annual budget numbers in accounting software
- Attend OBS and OBS Foundation board meetings as needed

### **Annual Audit**

- Assemble all materials needed for the annual audit which is conducted by an outside firm
- Schedule the annual audit and assist the auditors in every way to complete the audit.

### **Supervisory Responsibilities**

- Assist with hiring cashiers as needed for exhibitions, ticket sales, and other needs; Participate in the training of cashiers
- Supervise volunteers who count receipts and prepare deposits.
- Participate in the supervision of volunteers on site, particularly those in the customer service area

### **Knowledge, Skills, and Experience Required (Essential Functions)**

- Thorough knowledge of the practices and principles of bookkeeping/accounting
- Knowledge of non-profit bookkeeping/accounting a plus
- Substantial experience with accounting software, QuickBooks experience a plus
- Able to be methodical, accurate and to work independently
- Able to commit to teamwork and quality in the workplace
- Able to commit to good customer service to colleagues, volunteers, visitors and board members
- Able to represent the values and mission of Olbrich Botanical Society
- Experience in supervising volunteers and cashiers
- Able to pass a criminal background check
- Associate's degree, at minimum, in accounting preferred.

*Olbrich Botanical Society is an equal opportunity employer and offers a competitive wage and benefit package including health insurance, life insurance, disability insurance, dental and vision insurance and a 401(k).*

Please submit a completed [OBS application form](#), resume and cover letter by email to [olbrichinformation@cityofmadison.com](mailto:olbrichinformation@cityofmadison.com). No phone calls please!