



## CHEYENNE MOUNTAIN ZOO

### Job Description

**Position Title:** Accountant  
**Department:** Administration  
**Reports to:** Vice President of Finance  
**Supervises:** Finance Cashiers  
**FLSA Status:** Exempt

\*\* YOU MUST PROVIDE A COVER LETTER, RESUME AND SALARY REQUIREMENTS TO BE CONSIDERED FOR THE POSITION \*\*

**POSITION SUMMARY:** The Accountant serves as a key member of the Finance Department with responsibility for overseeing accounting processes and supporting all departments with financial procedures/transactions and reporting. Essential functions of the position include:

- Ensure accuracy, consistency and compliance of reported financial information
- Protect assets by monitoring and enforcing policies and procedures as well as following best practices for internal controls
- Manage the month-end closing process, preparing monthly and fiscal year-end balance sheet, statement of operations and various other reports to summarize activity and financial position
- Reconcile and analyze general ledger accounts and prepare journal entries
- Analyze financial information detailing revenue, expenses, assets, liabilities and net assets
- Identify and interpret financial trends and deviations from norms and budgets
- Research and organize financial information for other departments or project teams, responding timely with accurate and complete data
- Maintain organized financial records, electronically and manually
- Document key financial and business policies, procedures and controls and continue to ensure the documentation is current, compliant and accurate
- Assist in preparations for annual audit
- Other duties as assigned

**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in Accounting from an accredited academic institution required, credentialed CPA preferred
- Strong knowledge of GAAP; understand and properly apply accounting rules and regulations across all types of transactions
- Strong knowledge of Blackbaud products, specifically Altru and Financial Edge, preferred
- Advanced Excel skills; computer efficiency in applications such as Word, use of the internet and email
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications
- Top-notch written and verbal communication skills and ability to interact clearly and effectively with all levels of management and staff; superior customer service skills in order to effectively interact with the public



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- Skilled in establishing effective working relationships with Zoo staff, vendors and others
- Excellent creative problem solving skills and superb organization skills
- Ability to flex in response to competing business demands and changing priorities
- Ability to meet strict deadlines with a high attention to detail and low tolerance for errors
- Take ownership and pride in responsibilities
- Maintain integrity and honesty in the performance of duties
- High energy level
- Occasional weekends and evenings required; the Zoo is open to the public 365 days a year
- Pass a pre-employment drug/alcohol screening
- Provide proof that you can legally work in the United States
- Valid driver license and ability to be insured through the Zoo's liability insurance provider

#### **RESPONSIBILITIES AND DUTIES:**

##### **ORGANIZATIONAL EXPECTATIONS**

- Maintain courteous, helpful and professional behavior on the job. Support the success of the entire team by promoting a cooperative and collaborative work environment
- Adhere to all Zoo policies and procedures, safety policies and procedures, USDA guidelines and OSHA safety guidelines
- Consistently contribute to problem-solving and cooperate with identified resolutions
- Demonstrate regular attendance and punctuality
- Bring issues and process improvement ideas to the attention of one's supervisor
- Attend meetings and participate in committees as required
- Adhere to Zoo dress code; always "Zoo Crisp!"
- Demonstrate appropriate level of time management in support of co-workers and entire team
- Other duties as assigned

##### **SUPERVISORY EXPECTATIONS**

- Exercise job-related judgment and knowledge
- Organize and prioritize while working with strict deadlines
- Provide guidance and regular coaching to employees
- Assign tasks fairly and appropriately to job responsibilities
- Maintain detailed supervisory notes documenting counseling and coaching interactions
- Address disciplinary issues in a timely manner applying Organization policy
- Ensure performance evaluations are conducted thoroughly and in a timely manner
- Communicate goals and expectations clearly and effectively with direct reports

##### **INDEPENDENT ACTION**

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under pressure and be able to work with limited supervision.

##### **RESPONSIBILITY FOR CONFIDENTIAL INFORMATION**

This position handles highly sensitive information. Total confidentiality and discretion are mandatory regarding Organization information and other sensitive information.



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#### **EXTERNAL AND INTERNAL RELATIONSHIPS**

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees and external customers with an attitude of exceptional customer service.

#### **ACCURACY AND EFFECTIVE TIME MANAGEMENT**

The need for timeliness creates pressure. The ability to prioritize tasks and use time effectively is essential.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements – While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to finger, handle or feel objects, tools, or controls; talk, see, hear and smell. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 15 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements – Requires corrected vision and hearing to within normal range, with or without reasonable accommodation.
- Environmental Conditions – Working in a closed office environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. Subject to exposure to animals which may have the potential for physical aggression. Working in an outdoor environment. May be exposed to different weather conditions. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors.
- Pressure Factor – Requires working under mildly stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.

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