



Staff Accountant

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a detail-oriented, service-minded individual that can keep, inspect, and analyze our financial accounts.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Bernheim's Staff Accountant, a member of the administration and business department, supports the mission of Bernheim Arboretum and Research Forest by keeping the lifeblood of the organization in check. The Staff Accountant is responsible for financial document preparation, cash flow analysis, account analysis and reconciliations, budgets and forecasting, and audit preparation.

Essential Duties/Responsibilities:

- Prepare and record journal entries, including generating reports.
- Perform daily and monthly reconciliations (i.e., bank, audit, etc.).
- Reconcile general ledger accounts to financial programs.
- Assisting team members in financial tasks related to the overall function of Bernheim.
- Helping to develop or amend accounting systems used by Bernheim, being Financial Edge or otherwise.
- Work with Controller in order to ensure Bernheim aligns with tax codes.
- Educate end-users on financial data to aid in operational decision-making.
- Recognizing and fixing financial discrepancies as they arise.
- Assist with reports and year-end compliance audit.
- Processes, submits, and ensures all necessary financial paperwork, contracts, and forms (1099s, W-9s, etc.) are on file and distributed to appropriate parties.
- Familiar with the non-profit business model.
- Aiding in the reduction of paper usage by using digital accounting practices; finding ways to move toward sustainability model.
- Ensure compliance and reporting standards for all restricted funds and related projects.
- Maintain or improve standard costs over the year and year-to-year.
- Serve as backup to Controller when necessary.
- All other duties as assigned.

Experience and Expectations:

- Minimum of Accounting Certificate required; bachelor's degree in related field preferred.
- 3 years' experience in an accounting role.
- Clear communication skills, both verbal and written.

Isaac W. Bernheim Foundation, Inc. dba Bernheim Arboretum and Research Forest
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Bernheim.org



- Effective organizational skills.
- Effective time management skills.
- Willingness to learn and adapt.
- Collaborative work ethic.
- Ability to work with computers, notably Blackbaud products, Financial Edge, Altru, Microsoft Excel, and other related programs.
- Keen attention to detail, project management skills a plus.
- Work independently and/or as part of a team.
- Adaptable to the unexpected while still progressing toward core objectives.

To apply and for more information

Please send all inquiries and resumes to: HR@bernheim.org.

This full-time, salaried position reports to the Controller. Pay range: \$48,000-\$55,000.

Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) match benefit and paid sick, holiday and vacation leave.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.