

Career Opportunity - Accounting Specialist with Pyramid Hill Sculpture Park & Museum

Do you have a passion for the arts and nature? Are you highly organized? Do you have an attention for detail and accuracy? Do you have strong accounting and finance skills? If so, we would love to join our great team!

Pyramid Hill seeks to hire a skilled **Accounting Specialist** who will be responsible for overseeing all financial activities of the company. The successful candidate will play a key role in financial planning, analysis, reporting, and budgeting, as well as ensuring compliance with regulatory requirements. **The Accounting Specialist** will work closely with senior management and the board to develop strategic financial plans and provide insightful recommendations to drive business growth and profitability.

As the Accounting Specialist, you will have a prominent role on both the Park's Leadership Team and in the community. In addition, you will:

- Utilize QuickBooks for financial tracking and multiyear budgeting.
- Manage accounts receivables and accounts payables.
- Liaise with the finance committee and board to present financial information and provide strategic insights.
- Work closely with outside CPAs and auditors to facilitate financial processes and reporting.
- Oversee the integrity of data within donor databases (such as Bloomerang and Salesforce) and financial systems.
- Ensure accurate tracking and reporting of donor contributions and grants.
- Generate quarterly projections and reports for internal and external stakeholders.
- Manage administrative tasks related to financial operations, such as signing checks and overseeing membership communications.
- Coordinate the printing and distribution of membership letters, digital cards, and acknowledgment letters.
- Act as a key staff member for the finance committee and sit on the organization's leadership team.

Requirements:

- Bachelor's degree in finance or accounting or commensurate professional work experience is preferred

- A minimum of 2+ years of experience in accounting or as a business manager in a non-profit environment is required
- Proficiency in using financial software such as QuickBooks and cloud-based systems.
- Experience working with outside CPAs, auditors, and finance committees
- Self-motivated and detail-oriented approach to work with strong project management skills to manage a wide array of tasks and responsibilities
- Commitment to Pyramid Hill's mission ("To bring people to art in nature")
- Collaborative personality and team mindset
- Participate in the Park's Leadership Team

Pyramid Hill Sculpture Park and Museum is a 350 acre sculpture park and museum located just outside of Cincinnati, in Hamilton, Ohio, with a mission "to bring people to art in nature". The Park features both outdoor and indoor art collections, beautiful rolling hills and natural landscapes, a network of hiking trails, the iconic Pyramid House building, yearly exhibitions and events, and a suite of community and educational programming. In 2024, Pyramid Hill will also open an additional section of the Park called Fortified Hill to the public. Fortified Hill is a 2,000-year-old indigenous earthwork and ceremonial site and will feature associated tours and programming.

To learn more about Pyramid Hill Sculpture Park & Museum visit our website and LinkedIn page:

<https://www.pyramidhill.org/>

<https://www.linkedin.com/company/pyramid-hill-sculpture-park-&-museum-park/>

We Offer:

- Competitive compensation
- Health Insurance
- Retirement match
- 15 paid vacation and sick leave
- 12 annual paid holidays

If you are ready for a new challenge send your salary requirements and a current resume to job@strategichrinc.com.

Employer is EOE/AA/M/F/D/V.