



Job Opening

Accounting Clerk

The Friends of Birmingham Botanical Gardens is seeking a detail-oriented and dependable **Accounting Clerk** to support our finance and administrative operations. This role plays a key part in maintaining accurate financial records, processing transactions, and ensuring compliance with internal policies and external reporting requirements. The ideal candidate is organized, trustworthy, and motivated by our mission. This role reports directly to the Chief Financial Officer and is a key member of the Friends' team.

Responsibilities:

- Accounts Payable
 - Process and verify invoices through our payables platform in an accurate and timely manner, ensuring proper authorization
 - Communicate effectively with team members and vendors
- General Ledger
 - Ensure proper coding for journal entries
 - Facilitate the preparation of financial statements
- Account Analysis and Reporting
 - Review records to guarantee accuracy and identify errors
 - Prepare reports as needed, including budget and expense reports
- Vendor Compliance & Document Management
 - Support the vendor onboarding process
 - Confirm that all vendors have a current W9 and Certificate of Insurance in our records
 - Monitor insurance expiration dates
- Reconciliation
 - Reconcile bank and investment accounts
 - Identify, investigate and resolve discrepancies in financial records and transactions
- Audit Preparation
 - Maintain a clean and accessible digital filing system for audit related materials
 - Gather supporting documentation and safeguard data integrity

Qualifications:

- Bachelor's degree in accounting or equivalent preferred
- Preference will be given to candidates with two or more years of bookkeeping experience
- Required skills include attention to detail, problem solving, and organization

- Proficiency with Quick Books Online Advanced or equivalent accounting software, Stamplicious or equivalent accounts payable platform; strong knowledge of MS Excel and MS Word required
- Confidentiality required
- Enthusiasm for the Friends' mission and readiness to assist beyond this job description

Some evening and weekend work, depending on operational needs, and work in inclement weather is required.

About Birmingham Botanical Gardens

A facility of the Birmingham Park and Recreation Board, Birmingham Botanical Gardens is the result of a public/private partnership between the City of Birmingham and the nonprofit Friends of Birmingham Botanical Gardens. The Gardens encompasses 67 acres featuring two dozen garden spaces that reflect the region's rich and varied terrain and showcase the many plants that thrive in Southern gardens. Annual attendance exceeds 300,000 visitors.

About the Friends of Birmingham Botanical Gardens

A mission-driven membership organization, the nonprofit Friends of Birmingham Botanical Gardens seeks to protect, nurture, and share the wonders of Birmingham Botanical Gardens. We are dedicated to serving the Gardens; serving the community; serving our visitors; and inspiring a passion for plants, gardens, and the environment. The Friends' work centers around Communications & Marketing, Education & Community Engagement, Gardens Support, and Fundraising.

For more information, visit bbgardens.org.

To Apply:

Please submit letter of interest, resume, and three references **in one pdf** to careers@bbgardens.org.

Position will be open until filled. Thank you for your interest!