NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
WHO WE’RE LOOKING FOR:

The ideal candidate for this position will have a Bachelor’s degree in Accounting as well as an understanding of accepted accounting principles for government and nonprofit entities. Preferred candidates will have 5 years of experience. Successful candidates will also be proficient in operating Quickbooks and Microsoft Office software. Familiarity with Blackbaud Raiser’s Edge donor database software is a plus. Candidates should have extensive knowledge of payroll and wage procedures. This position requires the ability to handle multiple tasks at the same time in a sometimes fast-paced environment.

This position will work primarily out of the Tower Grove Park office with some availability for remote work. Office hours are Monday-Friday, 8:30AM-5PM.

Salary range: $70,000-$80,000

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life and short-term disability insurance as well as a retirement plan. Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of park facilities.

DIVERSITY & INCLUSION

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age or veteran status.

Special Requirements
Applicants are required to pass pre-employment drug and background checks.

Please apply for this position at Indeed.com or by emailing your resume to jobs@towergrovepark.org.