Two Staff Accountant Positions at the Oak Spring Garden Foundation

Oak Spring Garden Foundation is now accepting applications for two full-time Staff Accountants (“SAs”) to work on our Administrative Team.

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation located on a 700 acre estate in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit www.osgf.org.

POSITION DESCRIPTION
The Staff Accountants (“SAs”) will be responsible for supporting the President and Director of Finance, Personnel and Administration. The SAs are responsible for providing excellent customer service to internal and external customers and stakeholders. The SAs will be responsible for bi-weekly payroll, quarterly payroll reconciliations, accounts payable and other accounting duties as assigned. The SAs are responsible for keeping Oak Spring Garden books and records up-to-date, accurate and current. The SAs will also assist with budget preparation for the varied Oak Spring teams and will play a key role in major purchases. The SAs will assist the Director of Finance, Personnel and Administration with all accounting, payroll, and other administrative duties.

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<thead>
<tr>
<th>Schedule:</th>
<th>Full-time (40 hours/week), permanent</th>
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<tr>
<td>Pay Rate:</td>
<td>Salary commensurate with experience</td>
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<td>Location:</td>
<td>Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town and approximately one hour west of DC.</td>
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<td>To Apply:</td>
<td>We will begin reviewing applications November 1, 2022 and will continue until the position is filled. To apply, please email a resume and cover letter to <a href="mailto:hr@osgf.org">hr@osgf.org</a> with the subject line “Staff Accountant”.</td>
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<td>Benefits:</td>
<td>Oak Spring Garden Foundation offers an excellent health, dental and vision and 403b retirement plan</td>
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Responsibilities:

- Provides excellent customer service to both internal employees, external customers and guests.
- Runs bi-weekly payroll including review of all time sheets and over-time calculations.
- Uploads employee 403(B) funding including personal and matching contributions and loans.
- Tracks all paid-time-off including both sick and vacation.
- Reconciles all employee benefits to ensure accurate payroll deductions and benefits bills.
- Enters payroll journal entries into accounting software including accruals at the end of the month.
- Maintains complete and accurate employee personnel files while also ensuring files are in accordance with all Federal and State guidelines.
- Enters accounts payable into the accounting software in an accurate, timely and efficient manner.
- Maintains vendor files, both electronic and paper including obtaining W-9's.
- Compiles and distributes year-end 1099's.
- Creates accounts receivable invoices in the accounting software and sends to customer.
- Enters all deposits in the accounting software in an accurate, timely and efficient manner.
- Reconciles bank and credit card accounts.
- Maintains petty cash.
- Enters all credit card activity including copies of all receipts in accounting software.
- Assists with budget preparation in the varied Oak Spring teams.
- Assists with purchasing of major services and major capital expenditures.
- Assists President, Director of Finance, Personnel and Administration with other tasks as assigned.

Qualifications:

- Minimum 4-year degree, preferably in accounting.
- Relevant accounting related work experience.
- Prior experience processing large payroll.

Skills and Knowledge:

- Excellent attention to detail and accuracy
- Experience working with QBO.
- Experience working with ADP Workforce NOW. Preferred
- Working knowledge of accounting including payroll.
- Expert knowledge of Excel and Word.
- Ability to work independent.
- Ability to multitask and prioritize work.
- Excellent analytical skills.
- Ability to evaluate and negotiate with suppliers considering price, quantity, availability and other criteria to obtain value for money for Oak Spring.
- Experience with evaluating and implementing accounting software and the ability to train others to utilize that accounting software and troubleshoot issues.
• Ability to maintain confidential information and exercise discretion in dealing with internal and external stakeholders at all times.

Working Conditions:

Position is mainly indoors desk work. There will be the occasional need to deliver mail and packages to various locations around the property.

Oak Spring is in a beautiful rural location in the Virginia Piedmont a short drive to the west of the DC suburbs in Northern Virginia, which makes for a straightforward “reverse commute.”

TO APPLY

To be considered for this apprenticeship, please email a resume and cover letter to hr@osgf.org with the subject line “Staff Accountant”. We will begin reviewing applications November 1, 2022 and will continue until the positions are filled.

Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.