

About Brookgreen Gardens: Nestled within the natural beauty of Murrells Inlet, South Carolina, Brookgreen Gardens stands as a renowned cultural and historical landmark. As a non-profit organization, we are dedicated to preserving and promoting American sculpture, wildlife, and the rich history of the Lowcountry. Our mission is to inspire and educate through art, wildlife, and nature.

Job Description: Brookgreen Gardens is in search of a Controller to become an integral part of our financial team. Reporting directly to the Chief Financial Officer, this role plays a crucial part in upholding the financial well-being of our organization. As the Controller, you will have significant responsibility not only for ensuring the organization's financial health but also for maintaining a robust system of internal controls. Your contributions will help facilitate stewardship of resources and foster an environment characterized by transparency, consistency, confidence, and continuous process improvement.

Selected Duties:

- Supervise the Accounts Payable, Accounts Receivable, and Treasury Management teams.
- Share responsibility for the organization's accounts, ledgers, and reporting systems, ensuring compliance with GAAP and regulatory requirements.
- Lead a timely and consistent monthly accounting close of the General Ledger and all sub-ledgers.
- Prepare monthly financial statements in accordance with GAAP for review with the CFO.
- Prepare forecasts, cash flow projections, and other financial reports as needed.
- Coordinate the annual budget process in partnership with the CFO.
- Prepare monthly budget reports for management, building trust and accountability.
- Coordinate the annual audit by an outside accounting firm in collaboration with the CFO.
- Maintain and reconcile balances of donor-restricted funds, working closely with the philanthropy team regarding gifts, grants, projects, and donor initiatives.
- Lead treasury management activities, including overall responsibility for cash management, bank account reconciliation, and maintaining banking relationships.
- Coordinate financing related to capital debt and equipment leases.
- Guide financial decisions by monitoring and enforcing policies and procedures.
- Protect assets by monitoring and enforcing internal controls.
- Take a leadership role in special projects, such as accounting system upgrades and other enhancements.
- Perform other related financial and business operations duties as needed.

Qualifications:

- Bachelor's degree in accounting or finance is required.
- CPA designation is a strong plus.
- A minimum of 5 years of not-for-profit accounting experience in a complex role with a similar level of responsibility.
- Proficiency in MS Suite, including MS Excel, and advanced accounting software tools.
- Experience with Blackbaud Financial Edge or a similar suite of accounting software is a plus.
- Meticulous with a strong affinity for analysis.
- Excellent communication skills and problem-solving abilities.
- Ability to work effectively in a team and encourage process improvement.
- A strong commitment to supporting the mission of Brookgreen Gardens.

How to Apply: If you are a highly qualified and motivated individual looking to make a significant impact in the world of non-profit finance and contribute to our mission, we encourage you to apply. Please submit your resume, a cover letter outlining your relevant experience, qualifications, salary requirements, along with three professional references via:

- Email: hr@brookgreengardens.org
- Fax: Attn: Human Resources 843-235-6039
- Mail: Attn: Human Resources, PO Box 3368, Pawleys Island, SC 29585.

No phone calls please. ***Pre-employment screening, including background, motor vehicle and drug screening, required prior to hire.***

For more information about Brookgreen Gardens and our comprehensive benefits, visit our website at Brookgreen.org/careers

Brookgreen Gardens is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.