



chicago botanic garden

SENIOR ACCOUNTANT, GRANT ACCOUNTING  
CHICAGO BOTANIC GARDEN







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### ORGANIZATIONAL PROFILE

The Chicago Botanic Garden, is seeking a Senior Accountant to join its financial management team. Also known as “the Garden,” this world-class botanical garden is in Glencoe, Illinois, just a short distance from downtown Chicago. The Garden is a non-profit and one of the world’s great botanic gardens and living museums, known for its stunning collection of landscapes and horticultural displays as well as for its plant conservation, science, education and urban agriculture programs. The Chicago Botanic Garden has more than 60,000 members, making it one of the largest membership programs of any U.S. public garden, and more than 1.2 million visitors annually.

The Garden is also one of only 25 public gardens accredited by the American Association of Museums. Its 28 display gardens and four natural areas cover 385 acres and are uniquely sited on nine islands. The permanent plant collections contain more than 3 million plants representing more than 14,000 taxa. The Garden has over 60,000 members—one of the largest memberships of any U.S. botanic garden. Its Lenhardt Library contains 150,000 items, including one of the nation’s best collections of rare horticultural and botanical books. The Garden is one of two cultural institutions within the Forest Preserves of Cook County. It is an independent 501(c)(3) organization with an annual operating budget of \$63.5M and employs 250+ full-time staff members. Additionally, the Garden also relies on part-time staff, seasonal employees, and a large volunteer base to support its operations and programs throughout the year.



## MISSION

The Garden's mission is to cultivate the power of plants to sustain and enrich life. The dedicated team of professionals, including horticulturists, scientists, educators, and administrators, work together to achieve this mission. In their work, the Garden is guided by their purpose of existing to connect people to the power of plants so people and planet may thrive. The values of growth, understanding, resiliency, trust, and transparency guide their work. The Garden values diversity, inclusion, and respect for all individuals, creating a welcoming and inclusive environment for both staff and visitors. The Garden believes:

- People live better, healthier lives when they can create, care for, and enjoy gardens and green space.
- Beautiful gardens and natural environments are fundamentally important to the mental and physical well-being of all people.
- The future of life on Earth depends on how well humanity understands, values, and protects plants, other wildlife, and the natural habitats that sustain the world.

## 5 STRATEGIC IMPERATIVES

- Expand and deepen the Garden's local, national, and global reach through the full breadth of the Garden's work.
- Develop and adapt the main campus for greater relevance, resilience, and guest experience.
- Grow the Garden's Chicagoland presence through platforms for partnerships.
- Establish the Garden as a global leader for plant conservation science and restoration.
- Establish long-term financial and operational sustainability and a thriving organizational culture.





## ORGANIZATIONAL HISTORY

The history of the Garden dates back to the late 19th century when the Chicago Horticultural Society was founded in 1890. The society's mission was to promote the study and enjoyment of plants and gardening. Initially, the society did not have a permanent location for its activities, and its members met at various locations in Chicago.

In 1962, the Chicago Horticultural Society entered into a partnership with the Forest Preserve District of Cook County to establish a botanical garden. The Forest Preserve District provided land in Glencoe, Illinois, and the Chicago Horticultural Society undertook the development and management of the garden. The chosen site was previously known as the Skokie Marsh and was a wetland area.

The construction of the Garden began in 1965, and the garden opened to the public in 1972. The design of the garden was led by renowned landscape architect John O. Simonds and his firm. The master plan incorporated various types of gardens, including formal gardens, naturalistic landscapes, display gardens, and research areas.

Over the years, the Garden has expanded and evolved. Today, it encompasses 28 display gardens and four natural areas. These include the English Walled Garden, the Japanese Garden, the Fruit & Vegetable Garden, the Rose Garden, the Native Plant Garden, the Waterfall Garden, and many others. Each garden showcases different plant collections, design styles, and cultural themes.

The Garden is also involved in scientific research, conservation efforts, and educational programs. It conducts research on plant conservation, urban horticulture, and plant biodiversity. The Garden offers a range of educational programs for visitors of all ages, including classes, workshops, lectures, and children's programs.

In addition to its horticultural displays and educational initiatives, the Garden hosts various special events and exhibitions throughout the year. These include flower shows, art exhibitions, outdoor concerts, and holiday displays.

The Garden has become an important cultural and educational institution in the Chicago area. It attracts over 1.2 million visitors annually and serves as a source of inspiration, knowledge, and appreciation for plants and the natural world.



## THE POSITION IN BRIEF

Join a mission-driven organization committed to sustainability and conservation. The Chicago Botanic Garden offers a unique and inspiring workplace, surrounded by the beauty of nature. As an integral part of the finance team, you'll contribute to the Garden's impact on environmental conservation and education. Grant experience is a crucial aspect of the Senior Accountant role due to the significant impact grants have on the organization's operations and programs. The Garden manages over two dozen federal grants, as well as a multitude of state and local grants. The Garden also manages grants from foundations, corporations, and private donors.

The Senior Accountant role involves collaborating with cross-functional teams to oversee all financial aspects of grants, including compliance with federal regulations, financial reporting, and budgeting. This role is that of an individual contributor (non-supervisory) and reports directly to the Senior Director of Accounting.





## RESPONSIBILITIES:

### GRANT MANAGEMENT AND FINANCIAL ANALYSIS (75%)

- Prepare internal financial reports for assigned governmental and non-governmental awards; work with project teams to review and analyze spending against budgets, identify variances and determine action needed.
- Monitor spend across grants to ensure appropriate expense allocation, timely use of funds, and compliance with donor's operational and contractual requirements; document and monitor overall performance, analyze trends, highlight issues, identify gaps.
- Prepare timely and accurate external financial reports that comply with all donor regulations.
- Prepare and process drawdowns/invoicing.
- Work with various stakeholders to complete financial deliverables tied to grant close.
- Participate in the end of fiscal year organizational fund close and reporting.
- Prepare monthly payroll allocation process and reconciliation of staff allocations between Grants and financial systems.
- Effectively cross-train to perform tasks outside regular duties and responsibilities to deepen an understanding of organizational functionality and support desired career goals.

### GRANTS COMPLIANCE, RECONCILIATION AND MONITORING (15%)

- Monitor compliance with federal regulations and spending of subcontracted agencies to ensure adherence to policies, procedures, and reporting requirements. Review subcontracted agencies' financial reports and track payments to subcontracted agencies.
- Work with the Sr. Director of Grant Accounting to ensure appropriate internal controls for all contracts and grants management function.

### PROPOSAL DEVELOPMENT AND BUDGETING (10%)

Support budget development process for new proposals within portfolio and as assigned, working closely with the programmatic team to understand project activities and implementation plan.

Lead budget forecasting, revisions and reallocation requests.



## THE IDEAL CANDIDATE

The ideal candidate will possess the following qualifications, skills and traits:

- Bachelor's degree in business administration, Nonprofit Financial Management, Accounting, or a related field.
- Two or more years of experience managing grants, with a strong background in nonprofit finance.
- Familiarity with federal grants administration is required.
- Proficiency in financial systems such as Financial Edge, Raiser's Edge, Power Plan, and Microsoft Excel.
- Strong interpersonal and analytical skills, with the ability to collaborate across departments.
- Ability to present financial information clearly to both financial and non-financial staff.
- Working knowledge of trial balance, profit and loss statements, balance sheets and month-end processes.

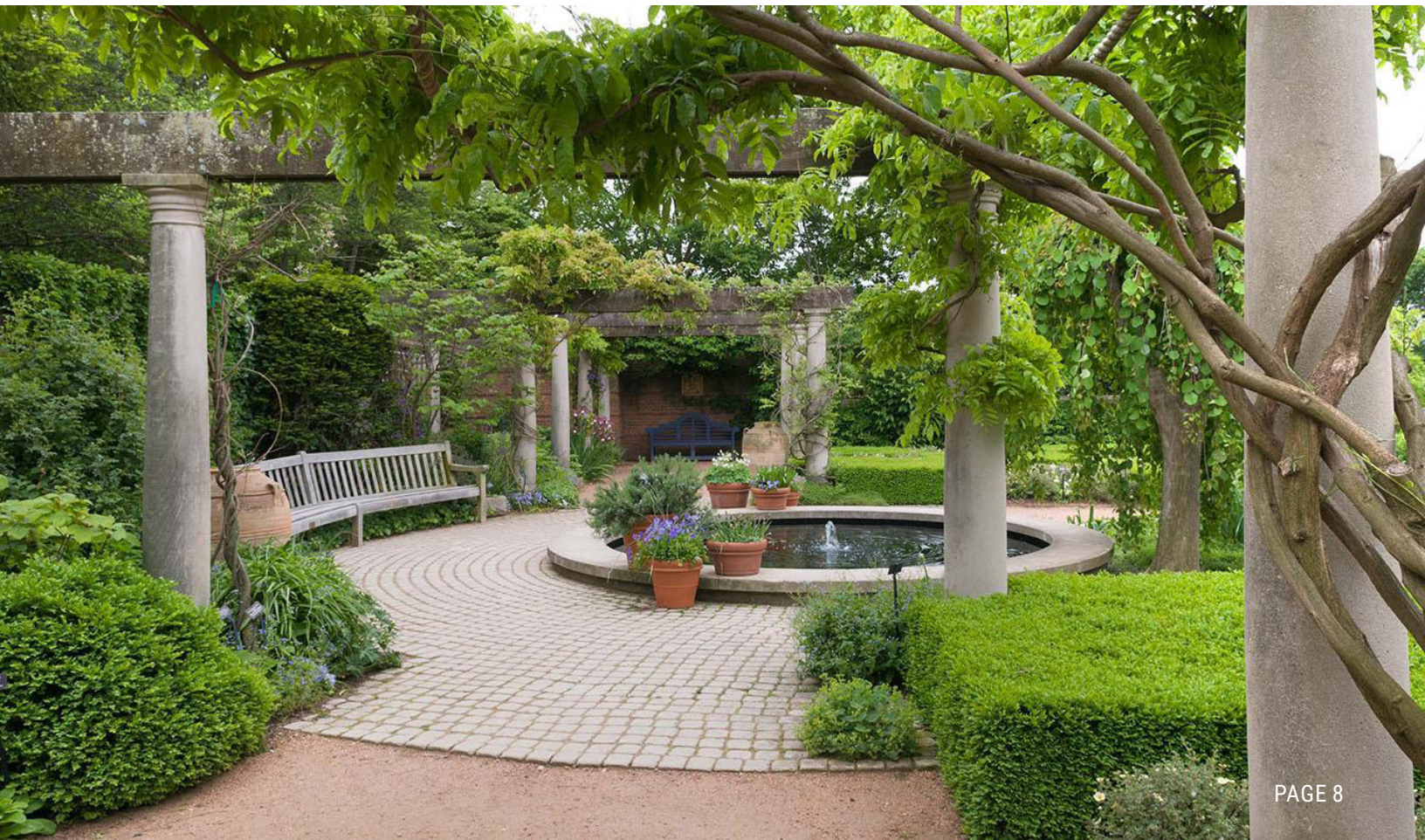


## SALARY AND BENEFITS

The starting salary range is \$75,000 - \$90,000 +/- DOQ. The Garden offers a generous health and wellness benefits package. The position enjoys a hybrid (two remote days/week) remote work environment (more limited during the initial onboarding period).

The generous benefits package includes:

- Paid vacation, personal, wellness, and sick days, along with 13 holidays.
- Six weeks of paid parental leave.
- Medical, dental, and vision insurance plans.
- All eligible employees are automatically covered by the group life insurance and accidental death and dismemberment (AD&D) insurance plans. The Chicago Botanic Garden pays the full cost of these plans, equal to 1x salary.
- The Garden offers a 403(b) Tax Deferred Annuity Plan and Defined Contribution Retirement Plan. Contributions to the Defined Contribution Retirement Plan are eligible for up to a 4% match after one year.
- A generous monthly subsidy towards the cost of a Lifetime Fitness and Lawndale Christian Fitness Center gym membership.
- The Peloton App at no cost.
- A complimentary membership to the Garden, equivalent to the Household Plus level.
- As an employee of the Garden, you are eligible for a complimentary general admission privilege at some of Chicago's other wonderful cultural institutions.
- Free membership to the American Public Garden Association.
- Employee discount on summer camps and Nature Preschool tuition.
- Employee Assistance Program (EAP).
- And a variety of other ancillary benefits.







## HOW TO APPLY

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references by November 8, 2024. Confidential inquiries may be directed to Maureen Barry or Ashley Eccles, MGT, at Tel: 847-380-3240.

*The Chicago Botanic Garden is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, or basis of disability, or any other federal, state, or local protected class. In accordance with Title IX of the Education Amendments Act of 1972, the Chicago Botanic Garden does not discriminate on the basis of sex in its programs or activities, including in employment or admissions.*

# MGT