



*Our Mission: We share our joy of nature to help wildlife and people thrive.*

**Position:** Senior Accountant  
**Status:** Full-Time; FLSA Salary Exempt  
**Department:** Finance  
**Reports to:** Accounting Manager

## POSITION OVERVIEW

Located along the Space Coast in Melbourne, Florida, the Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center for rehabilitation of wild marine turtles. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding, and rhinoceros and various other animal encounters.

The Zoo's growing Department of Finance is seeking a dynamic individual to join our team of dedicated professionals as a Senior Accountant. We are searching for a team-oriented candidate that is positive, motivated, and engaging, and will enthusiastically represent Brevard Zoo in all aspects of the job.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS

#### REQUIRED:

- Bachelor's degree in accounting
- 3-5 years full cycle General Ledger Accounting

#### PREFERRED/DESIRED:

- Strong knowledge of GAAP and accounting for non-profit organizations
- Experience with Sage Intacct or similar accounting software
- Paycor or other payroll processing system

## PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

- Responsible for review and submission of bi-weekly payroll.
- Responsible for accurate and timely accounting for Prepaids, Fixed Assets, Accruals and serve as backup in other general ledger functions
- Assists with the month-end close and reporting processes to ensure timely and accurate completion in accordance with established schedules and deadlines
- Provides accurate and complete financial information to the Zoo management including Financial Statement preparation as assigned
- Responsible for accurate and timely Grant and Capital Project tracking, reporting, and reconciliations



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- Identifies and helps implement process improvements, documentation and internal controls necessary to safeguard zoo assets and operations
- Assists in the preparation of the annual budget, external audits, annual tax returns and other fiduciary and legal filings
- Individually and through department partnership ensure the necessary inter-departmental coordination is occurring to achieve optimum financial performance
- Remains current with financial accounting standards, finance product development, and related trends in non-profit and business sectors as they relate to senior accountant responsibilities
- Performance of other duties and responsibilities not specifically reflected herein, as required from time to time

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to work independently and within team environments to consistently meet deadlines.
- Excellent attention to detail and ability to anticipate needs and take initiative.
- Strong proficiency and experience in the full suite of Microsoft Office programs (Word, Excel, Power Point, Outlook).
- Proactive positive professional.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT

##### PHYSICAL REQUIREMENTS:

(L) Light work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm/leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

##### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

##### WORK SCHEDULE:

May be required to work weekends and nights as necessary.

##### TRAVEL:

The above information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with the Zoo's policies on evaluation of personnel.



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Brevard Zoo provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Brevard Zoo complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Brevard Zoo expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Brevard Zoo's employees to perform their expected job duties is not tolerated.

Brevard Zoo will not tolerate retaliation against employees who raise concerns or who file a claim of discrimination whether through external agencies or through Brevard Zoo's internal procedures.

Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.

**SENIOR ACCOUNTANT**

**FOR HUMAN RESOURCES USE ONLY**

**Department:** Finance  
**Schedule:** 30 hours or more. – 12 months  
**Content By:** Chief Financial Officer  
**Compensation:** Human Resources

<b>Revision:</b>	<b>Date:</b>	<b>Revision Control:</b>	<b>Initiated By:</b>
1.0	09/13/2024	Developed	Amy Hardman - CFO
2.0	01/03/2025	Add	Jackie Senf - DOF