

# SENIOR ACCOUNTING ANALYST FORT WAYNE ZOO



## JOB DESCRIPTION

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**Position Title:** *Senior Accounting Analyst*  
**FMLA Status:** *Exempt*

**Supervisor Title:** *Vice President of Finance and Business Development*

### PURPOSE

The Senior Accounting Analyst records, reviews, and authenticates financial transactions and balances accounts while ensuring accuracy in all accounting tasks. This position utilizes research and analysis capabilities to develop and conduct market trend research, return on investment studies, key performance indicator monitoring, and revenue versus expense assessments. The Senior Accounting Analyst works professionally with leadership and team members to understand programs, goals, and strategies in order to provide practical feedback, reporting, and suggestions for advancing the effectiveness of planning, budgeting, and organizational growth. This position also strives to embody the Zoo's values at all times, contributes to positive guest experiences, and performs other duties as required.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Essential Functions

- Supports financial reporting, financial analysis, budgeting, and revenue recognition functions.
- Reconciles subsidiary ledgers to the general ledger and financial statements. Proposes adjustments based on the completed analysis.
- Prepares journal entries while ensuring that generally accepted accounting principles (GAAP) are followed.
- Reviews balance sheet accounts and proposes adjustments based on completed analysis.
- Evaluates work streams and projects. Utilizes discretion and independent judgement to recommend enhancements to strengthen controls, create efficiencies, and ensure applicable regulatory compliance.
- Develops professional and effective working relationships with Zoo leadership and departments to gain an in-depth understanding of programs, goals, and strategies to achieve organizational advancement.
- Conducts price analysis studies and provides comparison with other institutions for various sources of revenue, including admission, membership, events, and experiences. Discusses findings and analysis with the Vice President of Finance and Business Development and Vice President of Operations.
- Conducts labor studies to analyze staffing levels, labor budget, and overtime costs Zoo-wide and by department. Provides regular reports to appropriate leaders. Discusses findings and analysis with the Vice President of Finance and Business Development and Vice President of Mission Impact to consider staffing levels and overtime impacts.
- Monitors department budgets and labor to compare actual expenses to budget. Shares regular reports and observations as appropriate for ongoing awareness, adjustments, and planning.
- Develops return on investment reports and key performance indicator metrics for onsite guest event revenue, investment, and attendance analysis. Works with the Vice President of Operations and the Director of Guest Experience to conduct thorough studies as new events are considered. Monitors existing

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event metrics to ensure key performance indicators are being achieved in relation to guest engagement benefits.

- Partners with the Vice President of Mission Impact and Director of Philanthropy to develop and study return on investment reports and key performance indicator metrics for donor relations events, including staff time investment, expenses, and fundraising results in relation to mission and stewardship impacts.
- Analyzes outsourced third-party costs and benefits relative to potential efficiency and cost savings if functions transitioned in-house. Details findings and recommendations to appropriate leadership.
- Monitors and analyzes market trends to assist with strategies and recommendations to increase revenue.
- Utilizes technology to generate analysis and financial reports as requested.
- Maintains procedures for work streams.
- Crosstrains on other financial functions to serve as a backup when necessary.
- Supports the Zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- Assists with special projects and helps other team members as needed.
- Actively contributes to positive guest experiences.

## **EDUCATION AND EXPERIENCE**

*To perform this job successfully, an individual must have the following education and/or experience.*

- Bachelor's degree in business, finance, economics, or related field is required.
- Five years of experience in business development, accounting, analysis, or related field is required.
- Experience with nonprofit, hospitality, tourism, cultural attraction, or zoological organizations is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong knowledge of research and analysis practices.
- Ability to process, analyze, and relate business analytics into practical strategies and recommendations.
- Knowledge of and ability to effectively implement generally accepted accounting principles (GAAP).
- Knowledge of mathematical principles to make calculations, balance and reconcile figures, and make changes accurately.
- Ability to analyze and present budgets, reports, and data.
- Ability to maintain accurate records.
- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to troubleshoot, analyze situations, and make sound business decisions.
- Ability to make independent decisions and manage time effectively.
- Knowledge of Microsoft Office software.
- Strong organizational skills.
- Knowledge of general office procedures and practices.
- Knowledge of correct grammar and sentence structure.
- Strong project management skills.
- Ability to build a positive and respectful culture of teamwork, collaboration, and accountability.
- Ability to work a flexible schedule as required to successfully perform the requirements and functions of the position.
- Ability to handle confidential information.

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- Ability to understand and follow all safety regulations.
- Ability to track and manage multiple tasks and priorities.
- Ability to arrive at work when scheduled and maintain a positive attendance record.
- Ability to serve as a goodwill ambassador, in every respect and at all times, for the Fort Wayne Zoological Society and the Fort Wayne Zoo in contacts with guests, partners, and the community.
- Ability to deal tactfully and politely with guest questions and misbehavior.
- Excellent communication skills to establish and maintain effective working relationships with team members, volunteers, partners, and the community.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to read reports, receipts, and other statements; and ability to properly handle currency.
- Ability to properly lift and carry light supplies and materials.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.

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