

**National Tropical Botanical Garden  
Controller  
Kalaheo, HI**

## **JOB POSTING**

**The National Tropical Botanical Garden (NTBG)** is seeking a full-time, on-site accounting professional to oversee day-to-day operations and reporting for our complex non-profit. Reporting to the CFO, the Controller ensures financial accuracy, enforces internal controls, and manages the finance staff to provide senior leadership with strategic data.

### **Essential Duties & Responsibilities**

- **Financial Management:** Oversee all accounts, ledgers, and reporting systems ensuring GAAP compliance. Perform monthly balance sheet reconciliations and track investment asset performance. Integrate AI and modern technology to streamline functions. Maintain fixed asset records, including acquisitions and depreciation.
- **Reporting & Budgeting:** Prepare monthly financial reports and monitor budget-to-actual detail. Assist the CFO with annual budget preparation, monitoring, and surveys.
- **Grant & Project Accounting:** Assist with grant budgets and financial reports. Monitor compliance with government and foundation grants, ensuring expenditures align with program requirements.
- **Audit & Tax:** Lead the annual Financial Statement audit, including work paper preparation and audit ready financial statements. Assist with annual Form 990 workpapers and state registrations.
- **Internal Controls:** Maintain, enforce and update written accounting policies and safeguards.
- **Leadership:** Provide technical guidance and quality review of the Finance Team's work products, and ensure appropriate staff are trained in relevant accounting policies and procedures.

### **Qualifications**

#### **Required (Day One Readiness):**

- **Education:** BA/BS degree in Accounting or Finance.
- **Experience:** 7–10 years of experience managing financial reporting, audit activities, and investment accounting.
- **Skills:** Expert proficiency in Microsoft Excel and Google Drive; keen analytic and problem-solving skills; strong interpersonal communication.
- **Commitment:** Ability to work full-time on-site at our Kauai headquarters.

#### **Preferred:**

- CPA license.
- Direct experience in non-profit accounting and federal/foundation grant management.
- Working knowledge of Blackbaud's **Financial Edge** and **Raiser's Edge**.+

**Pay Range:** \$85,000 - \$95,000/ yr. DOE

**Benefits:**

- 403(b) with match
- Dental insurance
- Health insurance
- Paid time off
- Relocation assistance
- Supplemental Benefit Plans
- Vision insurance

**How To Apply**

Submit a resume, cover letter, and three professional references to **careers@ntbg.org**.  
*Only candidates selected for an interview will be contacted.*

Deadline to apply for this position: Open until filled

Additional information available on our website: [ntbg.org](http://ntbg.org)

*The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.*

An Equal Opportunity Employer