

Organization Description

The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods, and destinations while also serving as downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of lush gardens, a vibrant art and culture program, and is open and accessible 365 days a year. The Trail has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc (ICT), a 501(c)3 non-profit organization whose mission is to inspire, create, and sustain connections and cultural experiences that are accessible to all.

ICT is a team of motivated and enthusiastic individuals that take great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. We work with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

Job Summary

The Accounting Manager role is responsible for maintaining and updating the organization's accounting policies, practices, budget, forecast, records, and fiscal data and for preparing monthly financial reports. The position requires a detail-oriented candidate capable of managing the accounting function to ensure it supports the organization's mission and goals. The position will manage all aspects of the day-to-day accounting, bank accounts, billing, general ledger, accounts payable, accounts receivable, as well as regular financial statement preparation, and various occasional special analyses.

The Accounting Manager will work closely with and report to the CFO.

Specific Responsibilities

- Manages accounting operations of \$2M operating budget and \$35M in net assets.
- Manages all accounting functions including receivables, payables, collections, fixed assets, and general ledger maintenance.
- Monthly GL transactions and journals including accruals, prepayments, payroll, fixed asset journals, and allocations.
- Maintain deferred revenue schedule.
- Completes close of monthly and annual financial statements.
- Prepares monthly financial package for Finance Committee, Executive Committee and BOD.
- Supports CFO in preparation of annual operating budget along with forecasts for each program.
- Works closely with internal directors and managers on financial matters including budget management and the preparation of monthly financial reports specific to each department.
- Ensures the timely payment of sales tax to the state.
- Assist in preparation of grant reporting including monthly grant reconciliations.
- Assist in annual external audit and tax preparation.
- 1099 preparation and distribution.
- Provides financial analysis for planning exercises and various projects as needed.
- Manages part-time bookkeeper / data entry specialist.

Competencies

- At least 5-7 years of relevant experience
- Strong background in non-profit financial management and passion for our mission
- BS in Accounting, CPA preferred
- Strong knowledge of QuickBooks Online accounting software
- Proficient in Microsoft Excel
- Strong organizational and planning skills
- Exceptional analytical skills and attention to detail
- Excellent communication skills; written, verbal and presentation

Indianapolis Cultural Trail Inc
Accounting Manager
Indianapolis, IN



How To Apply

Qualified applicants should send resume and letter of interest to jobs@indyculturaltrail.org, or mail to:

“Accounting Manager”

Indianapolis Cultural Trail, Inc

132 W. Walnut Street,

Indianapolis IN 46204

If submitting via email, please list “Accounting Manager” in the subject line.

All applicants must provide a resume and cover letter to be considered for this role

Applications will be accepted through Monday, September 23 or until the position is filled.

Position Type: Part-time, non-exempt, approximately 15-20 hours per week

Pay range: \$40-\$45/hr

Location: Hybrid

Reports to: CFO