Accountant

Preservation Foundation of Palm Beach

Position Overview

The Preservation Foundation of Palm Beach, a respected nonprofit organization with a 46-year history of protecting Palm Beach's iconic architecture, cultural heritage, and botanical beauty, is seeking an experienced and detail-oriented full-time Accountant to oversee its accounting and financial operations. The organization has a $3M annual operating budget.

Reporting to the President & CEO and working closely with the Treasurer of the Board of Trustees, the Accountant will maintain accurate financial records, oversee financial reporting and budgeting, monitor cash flow, and provide timely, meaningful financial information to management and the Board. The position will also support grant accounting, donor-restricted funds, the annual independent audit, tax filings, and the financial oversight of the Ocean Park construction project.

The ideal candidate will have strong accounting and analytical skills, experience with nonprofit accounting, and the ability to communicate financial information clearly to nonfinancial audiences. This individual will help strengthen internal controls, safeguard organizational assets, and improve the efficiency and effectiveness of financial processes in support of the Foundation's mission.

Duties and Responsibilities

Accounting and Financial Reporting

- Maintain accurate and complete accounting records in accordance with GAAP and applicable nonprofit accounting requirements.
- Manage the monthly financial close process, prepare financial statements, and provide budget-to-actual reports to department heads within 15 days after month-end.
- Develop and monitor the annual operating budget, cash flow forecasts, and financial performance.
- Prepare monthly financial reports for the Board of Trustees and Executive Committee, including explanations of significant variances and financial trends.
- Reconcile bank, investment, credit card, and other balance sheet accounts, investigate discrepancies, and resolve outstanding items promptly.
- Monitor accounts receivable and other outstanding balances, and maintain fixed asset records and supporting documentation.

Contributions and Donor Restrictions

- Record and reconcile contributions between Bloomerang and the general ledger.
- Maintain and reconcile pledges receivable, including supporting documentation, payment schedules, outstanding balances, and collectibility assessments.
- Track and reconcile net assets with donor restrictions, ensuring contributions and related expenditures are properly classified and releases of restrictions are accurately recorded.
- Monitor grant expenditures, employee cost allocations, and reimbursable expenses to ensure accurate reporting and compliance with grant requirements.

- Prepare financial budgets and supporting information for grant applications and fundraising proposals.

Accounts Payable, Payroll, and Financial Systems

- Oversee accounts payable, vendor invoices, reimbursements, credit card transactions, and other disbursements, ensuring proper documentation, classification, and approval.
- Coordinate biweekly payroll processing through Gusto and ensure accurate recording and allocation of payroll and employee benefit costs.
- Coordinate the accounting aspects of the 403(b) retirement plan, insurance, and other employee-related financial matters.
- Maintain and administer financial systems, including QuickBooks, Bill.com, Gusto, and related applications.
- Record and reconcile Shopify sales, PayPal receipts, and associated transaction fees.

Internal Controls, Compliance, and Asset Protection

- Maintain and strengthen internal controls over cash receipts, disbursements, payroll, financial reporting, and other accounting activities.
- Ensure transactions are properly authorized, documented, recorded, and reviewed, with appropriate segregation of duties or compensating controls.
- Safeguard the Foundation's financial assets and confidential records through appropriate reconciliations, access controls, documentation, and monitoring.
- Identify financial risks, unusual transactions, and control deficiencies, and recommend improvements to management.
- Maintain organized financial records and supporting documentation to promote accountability, transparency, and audit readiness.

Audit, Tax, and Special Projects

- Coordinate the annual independent financial statement audit, including preparation of schedules, reconciliations, and supporting documentation, and serve as the primary accounting contact for the external auditors.
- Coordinate with the Foundation's external CPA to ensure the annual Form 990 and other applicable tax filings are prepared and filed timely.
- Maintain required state and local business registrations, tax records, and other applicable filings.
- Provide accounting support for the Ocean Park construction project, including tracking expenditures, reconciling project accounts, monitoring the budget, and reporting variances.
- Prepare special financial analyses and reports as requested by management or the Board.
- Work with the President & CEO, Treasurer, Board President, Finance Committee Chair, and external partners on financial matters and other special projects.
- Identify opportunities to streamline accounting processes, improve financial reporting, and support informed organizational decision-making.

Qualifications

- Bachelor's degree in Accounting or a related field, with a degree in Accounting preferred.
- At least four years of relevant accounting experience; nonprofit experience strongly preferred.

- Knowledge of GAAP, financial reporting, budgeting, account reconciliations, and internal controls.
- Familiarity with nonprofit accounting, including donor-restricted contributions, pledges receivable, net assets with donor restrictions, and grant accounting.
- Proficiency in QuickBooks and Microsoft Excel; experience with Bill.com, Gusto, Bloomerang, or similar systems preferred.
- Experience coordinating an independent financial statement audit and working with external CPA firms.
- Strong analytical, organizational, communication, and problem-solving skills, with exceptional attention to detail.
- Ability to manage competing priorities, meet deadlines, maintain confidentiality, and explain financial information clearly to nonfinancial audiences.
- Integrity, sound judgment, and a commitment to responsible stewardship of the Foundation's resources.

Schedule and Compensation

This is a full-time position with a generous benefits package. The position may be performed in the office full-time or under a hybrid arrangement, with the possibility of working remotely up to two days per week, depending on the candidate's preference and the Foundation's operational needs.

The anticipated annual salary range is $80,000 to $110,000, depending on qualifications and experience.

As a mission-driven nonprofit, the Foundation occasionally hosts evening or after-hours events, and employees are expected to assist as needed.

A genuine appreciation for the mission and work of the Preservation Foundation of Palm Beach is essential.

To Apply

Email President and CEO Danielle Del Sol at ddelsol@palmbeachpreservation.org with a cover letter and resume by Friday, November 20, 2026.