

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Position Title: Finance Manager
Schedule: Part-time, 20-25 hours per week,
Location: 1431 Waverley Street, Palo Alto, CA 94301
Compensation: \$45 - \$55 per hour
Reports to: Executive Director

About Gamble Garden

Elizabeth F. Gamble Garden is a 501(c)(3) non-profit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to its garden, a robust volunteer program and calendar of activities, and rental opportunities for the community. The organization celebrates its 40th anniversary in 2025, and we have a significant capital improvement project on the horizon.

Position Summary

The Finance Manager oversees and coordinates the financial functions of Gamble Garden, a nonprofit horticultural organization. This hands-on role involves maintaining accurate financial records, preparing detailed reports for leadership, and managing budgeting and compliance processes. The Finance Manager works closely with the President, Treasurer, Executive Director, and Committee Chairs, ensuring transparency and efficiency in financial operations.

Key responsibilities

Financial Records

- Maintain and reconcile all receipts, payables, asset purchases, and sales to produce QuickBooks financial statements.
- Process income from various sources, including unrestricted and restricted gifts, boutique and plant sales, ticket sales, classes, and grants.
- Ensure timely and accurate payment of all bills and proper authorization and documentation.
- Classify facility rental income appropriately.
- Prepare the annual budget in collaboration with the Executive Director.
- Ensure timely filing of all required tax and regulatory reports, including sales tax, raffle reports, and workers' compensation filings.
- Prepare work papers for the annual audit, maintain source document files, and coordinate with the auditor/public accountant.
- Manage and update inventories for computer hardware, fixed assets, and leasehold improvements.

Office Administration

- Ensure all insurance policies, including workers' compensation, are up-to-date and paid promptly.
- Coordinate payroll for full- and part-time employees, ensuring proper tax payments and reporting.

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- Manage employee benefits, including medical insurance and the 403(b) retirement plan.
- Maintain positive relationships with staff involved in the cash control cycle to ensure seamless financial operations.

Volunteer Administration

- Build strong relationships with Committee Chairs to ensure adherence to Gamble Garden's financial procedures for expense reimbursements and accounts payable.
- Attend monthly Finance Committee meetings; take and distribute meeting notes.
- Support the Treasurer and Investment Committee Chair with financial records and reporting as needed.
- Provide financial information to donors upon request.

Qualifications and Skills

Essential Knowledge and Experience

- Experience with general ledger bookkeeping, coding transactions, and preparing financial statements in accordance with GAAP.
- Proficiency in banking processes, reconciliations, accounts payable, and receivables.
- Strong understanding of QuickBooks (minimum of 5 years), including classes, reports, and filters.
- Familiarity with Word, Excel, email, Blackbaud database systems, and general office equipment.

Skills and Abilities

- Excellent interpersonal skills to work with clients, members, volunteers, vendors, and the public.
- Discretion in handling sensitive or confidential information with sound judgment.
- Strong organizational and problem-solving skills, with the ability to multitask and meet deadlines.
- Bachelor's Degree in business or a related field (preferred).
- Minimum of 5 years of experience in financial management or bookkeeping roles.

Physical Requirements:

Work is primarily indoors with outdoor exposure on occasion.

Ability to lift or push up to 10 lbs. Occasionally

To Apply, please send an email, with Subject "Finance manager candidate" and include your resume and cover letter to jobs@gamblegarden.org

Gamble Garden is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws. Reasonable accommodations will be made for qualified individuals with disabilities.