



# PHS

PLANTING SEEDS. GROWING LIVES. 100 N. 20th Street - 5th floor, Philadelphia, PA 19103-1495 • 215-988-8800 • Fax: 215-988-8810 • PHSonline.org

## ACCOUNTING ASSISTANT-ACCOUNTS RECEIVABLE

### ORGANIZATION SUMMARY:

*INSPIRE \* TRANSFORM \* BUILD \* SUSTAIN*

The Pennsylvania Horticultural Society has been a visionary not-for-profit organization in the Greater Philadelphia Region since its founding in 1827. PHS organizes the annual Philadelphia International Flower Show, the world's largest and longest-running indoor flower show, which brings 250,000 visitors and creates a \$61 million economic impact to the city. PHS's Philadelphia Green helps transform lives through revolutionary programs like City Harvest, which has grown and donated 64,300 lbs of fresh produce in three years--- helping to feed 1,000 families each week of the growing season. PHS will also help lead the new Plant One Million, an ambitious program to plant one million trees in Pennsylvania, New Jersey and Delaware.

*Mission: The Pennsylvania Horticultural Society motivates people to improve the quality of life and create a sense of community through horticulture.*

### POSITION SUMMARY:

Responsible for accurate and timely recording and dispersal of all PHS receipts. Coordination of timesheet information, bank reconciliation, account analysis and preparation and distribution of financial statements and/or project costing reports.

### ESSENTIAL FUNCTIONS:

Handles receipts from multiple sources including lockbox, cash, and credit card vendors. Record receipts in an accurate and timely manner and forward all documentation to the appropriate internal managers.

Enter credit card payments into credit card system to ensure approval by credit card company.

Bi-weekly coordination of timesheet information.

Able to respond promptly to inquiries regarding receipts and applications.

Coordinate with other departments in retrieving A/R information to be recorded.

Serves as liaison with bank regarding lock box issues.

Reconciliation of cash account and preparation of monthly account analysis as assigned.



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Serves as back-up to the other Accounting Assistant and other duties as assigned.  
Back-up in basic clerical functions to accounts payable clerk.

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

Some college experience

Minimum 3 years relevant experience

Proficient in Microsoft Office Suite and Solomon a plus

Attention to detail

Communication

Customer focus

Able to work independently

Initiative

Problem solving techniques

Confidentiality

## **TO APPLY:**

Please send a cover letter and resume to:

The Pennsylvania Horticultural Society

c/o Human Resources

100 N 20<sup>th</sup> Street

Philadelphia, PA 19103

FAX: (215) 988-8810

Email: [hrphs@pennhort.org](mailto:hrphs@pennhort.org)

To learn more about us, visit [www.phsonline.org](http://www.phsonline.org)

Please no telephone or walk-in inquires. EOE. Only those chosen for an interview will be contacted.