



POSITION DESCRIPTION

Title: Accountant
Reports to: Controller
Status: Full time, Exempt
Benefits: Per Personnel Policies

Date: May 2017
Level: 5a, starting range \$47-52K DOE
Location: Durango, CO

Summary:

The accountant will work closely with the Controller and regional office staff throughout the country. They will oversee the day-to-day accounting and finance functions of the organization ensuring accuracy, timeliness and compliance.

Essential Accountabilities and Functions:

Management and operations

- Manage accounting operations and associated roles
- Provide financial reporting and analysis for work in process
- Develop financial analysis and process tools for budgeting, approval and compliance utilizing Financial Edge accounting system module capabilities
- Assist with the annual audit process
- Work closely with the Controller and CEO to ensure systems match program needs and fit within organizational structure. Team with others regionally to better understand organizational needs

Finance Operations, Systems and Organizational Support

- Maintain accuracy in the program database and accounting software
- Verify, prepare, deliver invoices per agreement, including Site Fees and invoicing originating outside of regular database processes
- Manage collections and multiple payment processes
- Review and post A/R and A/P activity to general ledger
- Manage pass through funding to other organizations and agencies
- Manage financial aspects of non-federal grants
- Manage 403b account and relationship with provider
- Make bank deposits
- Crosstrain on all critical accounting procedures.
- Identify areas for financial and resource improvement, and courses of action
- Provide other ad hoc financial and organizational support as needed

Physical requirements:

To successfully perform essential functions the Accountant is required to sit, stand, walk, speak and hear. The Accountant may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Travel may be required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of 3 years experience in financial and accounting functions, with strong preference for experience in non-profit organizations
- Bachelor's Degree or higher in Accounting, Business or similar field preferred
- Prefer experience in Blackbaud Financial Edge software
- Prefer experience with managing federal funding sources
- Experience in providing excellent customer service
- Outstanding organizational and time management skills, and ability to prioritize
- Excellent communication skills including verbal, written, and presentation
- Adept at building relationships and rapport with partners both internally and externally
- Self-motivated, decisive and able to work independently
- Flexible, adaptable and capable of working in a fluid, changing environment
- Proficiency in computer technology, including databases
- Proficiency all Microsoft Office Suite applications
- Valid driver's license, insurable driving record and acceptable criminal history check

To Apply: Please send a cover letter and resume to Stacey Alfandre, Stacey@conservationlegacy.org
Open until filled.