



Title: Business Assistant

Date: September, 2017

Reports to: Accountant

Grade: 2A \$14-\$17/ hr.

Location: Durango, CO

Status: Full time, Non-exempt, Regular

Benefits: Full, Per Personnel Policies

Summary:

The Business Assistant is responsible for managing effective and efficient administrative and financial functions for Conservation Legacy. This position interfaces significantly with other Conservation Legacy staff financial processes, manages accounts payable, and provides general administrative support. The Business Assistant will be based in Durango, CO.

Essential Accountabilities and Functions:

Accounting

- Manage accounts payable utilizing accounting software
- Maintain accurate accounting files and records
- Track and assist with credit card and petty cash reconciliations
- Help manage all company credit cards and approvals
- Insure appropriate approvals occur to stay within compliance for the annual audit
- Generate and send accurate 1099s to vendors
- Other accounting functions as deemed appropriate

Program Support

- Assist with the development and implementation of effective and efficient administrative systems for Conservation Legacy
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement
- Manage vehicle tracking for insurance
- Ensure insurance documents are maintained

General Office

- Maintain adequate supply of office, copier and postage supplies
- Assure timely maintenance of office equipment
- Attend to front desk
- Perform a variety of clerical duties as required

Physical Requirements:

To successfully perform essential functions, the Business Assistant is required to sit, stand, walk, speak and hear. The Assistant 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 1 year of managing administrative systems in non-profit or similar organizations.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Bachelor's Degree Preferred
- Insurable driving record and acceptable background check
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.

To Apply:

Please send cover letter and resume to Andre Mosher, andrea@conservationlegacy.org. Open until filled.