

Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Accounts Payable Coordinator

Date: August 19, 2022

Reports to: Accounting Manager

Starting Salary: \$18.27-18.82

Location: Durango, CO; Part-time remote eligible, possible full-time remote.

Status: *Full-Time, Non-Exempt*

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off per Personnel Policies

Program Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Accounts Payable Coordinator is responsible for maintaining effective and efficient administrative and financial functions for Conservation Legacy. This position processes payables and assists with administration of the corporate credit card program. The AP Coordinator interfaces significantly with other Conservation Legacy staff, financial processes, and provides support for the Controller, Accounting Manager, and other Accounts Payable staff.

Essential Responsibilities and Functions:

Accounting

- Process weekly payables utilizing the accounting software
- Maintain accurate accounting files and records in accordance with organization business policies and accepted accounting practices
- Confirm proper account coding, program budget, service periods and expense allocations
- Process vendor and expense reconciliations; research and correct discrepancies; resolve payment issues
- Assist in the administration of the corporate credit card program to include account creation and maintenance of accounts, compliance, and overall system support
- Monitor organizational level and individual credit limits; ensures timely credit card payments to support critical program operations
- Manage and maintain the credit card missing receipt incident policy; provides incident reporting to management
- Process the monthly credit card reconciliation for all shared accounts

- Record petty cash transactions on a monthly basis and review receipts for accuracy and appropriateness.
- Review manual checks for documentation and accuracy, record expense and payment information into accounting system.
- Assist with month end close process
- Ensure policies including proper approvals are adhered to for compliance
- Assist with the preparation of annual audit schedules and other audit requests
- Assist with annual 1099 preparation and printing.
- Other accounting functions as deemed appropriate including the assistance and training of other Account Payable staff

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
- Assist in the oversight of all company credit cards and provide programmatic support as needed
- Provide training and support for credit card holders and approvers

Other Finance and Organizational Support

- Participate in Finance staff meetings and other support staff meetings as appropriate
- Work closely with other central staff to identify areas of additional support needed

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Basic understanding of principles of bookkeeping, finance, and accounting.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting

Preferred Qualifications:

- Bachelor's degree and/or a minimum of 2 years of professional experience is preferred.

To Apply: Send Cover letter and resume to Diana White, Dwhite@conservationlegacy.org email subject must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.