

# 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 Receivable Coordinator

**Date:** July 2022

**Reports to:** Accounts Receivable Manager

**Starting Salary:** \$18.27 - \$18.82 per hour

**Location:** Durango, CO or any other CL office; Full-time remote eligible

**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 Receivable Coordinator is responsible for the processing of various accounts receivable functions, submitting invoices for payments to funding agencies, filing associated reports, responding to revenue inquiries and other financials tasks related to maintaining the accounts receivable records for Conservation Legacy. This position works extensively with Conservation Legacy program and finance staff.

## Essential Responsibilities and Functions:

### Agreement Management

- Review and maintain agreement documentation in internal database systems
- Monitor agreement funding levels and alert programs of any issues
- Assist in reconciling federal agreements from budgeted financial plans to actual expenses, track and document variances and adjustments
- Calculate and maintain agreement in-kind and cash match requirements
- Complete and process federal standard form 270s and other required documentation for payment requests; assist program staff and partners with resolving issues
- Prepare financial reports for federal agreements and other applicable agreements

### Accounting

- Assist in the processing of accounts receivable utilizing accounting software
- Maintain accurate accounting files and records
- Assist in the review, recording, and submittal of client statements and invoices
- Process and record payments from applicable third-party systems and resolve issues with accessing funds

- Monitor and manage customer account details for non-payments, delayed payments and other irregularities.
- Assist with ad-hoc reporting and special project and other accounting functions as needed
- Assist with audit preparation and fieldwork as needed

#### **Other Financial and Organizational 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

#### **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.
- 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 experience working with agreements for both federal and non-federal funding in a non-profit or similar organization of like size.

**To Apply:** Send Cover letter and resume to Hilary Simpson [hsimpson@conservationlegacy.org](mailto:hsimpson@conservationlegacy.org). Subject line in this email 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.