

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 Manager

Date: June 10, 2022

Reports to: Controller

Starting Salary: 59,468-61,252

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

Status: *Full-Time, 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 Manager is responsible for the accounts receivable functions for Conservation Legacy. This position supervises the accounts receivable staff including the assignment, review and approval of their work. The Accounts Receivable Manager oversees the compliance and billing of all federal and non-federal agreements. This position ensures all agreements and grants are properly recorded, reconciled and invoiced. This position is responsible for the processing of various accounts receivable functions including resolving any collection issues and other financials tasks related to accounts receivable. The Accounts Receivable Manager interfaces significantly with other Conservation Legacy staff, financial processes, and provides support for the Controller and other accounting staff.

Essential Responsibilities and Functions:

Agreement Management

- Oversee the review and maintenance of agreement documentation in internal database systems
- Perform final review of federal agreement reconciliations from budgeted financial plans to actual expenses
- Assist program staff in monitoring agreement budget and financial plans
- Review agreement match requirements including in-kind calculations and cash match tracking
- Perform final review and signature authority on all federal financial reports including federal form 270 and 425
- Review federal and nonfederal agreements to assess/confirm source of funds and ensure compliance

- Perform review on all new federal and non-federal agreements; assign agreement financial responsibility to appropriate accounts receivable staff

Accounting

- Oversee the completeness, accuracy, and timeliness of all accounts receivable processes utilizing accounting software and agreement/grant database
- Ensure financial transactions are recorded in compliance with current accounting policies, GAAP (Generally Accepted Accounting Principles) standards and any other applicable state or federal rules and regulations
- Review, prepare, record, and submit client statements and invoices in compliance with federal and non-federal agreements
- Process payments from applicable third-party systems and resolve issues with accessing funds
- Maintain the AR Aging by monitoring and managing customer account details for non-payments, delayed payments, and other irregularities
- Research and resolve unapplied payments and other accounts receivable discrepancies
- Provide accurate and timely revenue reporting to organizational and program leadership
- Perform complex general ledger reconciliations and prepares journal entries. Review and post journal entries prepared by accounts receivable staff
- Complete grant analysis on revenue recognition in accordance with GAAP
- Manage organization's Temporarily Restricted Net Asset and Unearned Revenue schedules; coordinate with program staff on releases of restrictions and revenue recognition
- Assists with monthly financial statement preparation and review
- Assist with the preparation of annual audit schedules, audit confirmations, and other audit requests
- Participate in monitoring and addressing organization's cash flow needs; provides analysis on funding and payment availability
- Assist with ad-hoc reporting and special project and other accounting functions as needed

Program Support

- Assist with the development and implementation of effective and efficient administrative and internal control systems for Conservation Legacy
- Communicate regularly with program staff to determine the effectiveness of these systems and make changes as necessary for continuous improvement
- Coordinate and monitors invoicing process for completeness and timeliness in conjunction with anticipated cash requirements
- Design and implement agreement and revenue related training and education for other Conservation Legacy staff
- Assist with the development and implementation of other financial trainings
- Provide budget variance analysis on program revenue; research and resolve discrepancies

Other Finance and Organizational Support

- Plan, assign, review and approve the work of accounts receivable staff. Train, monitor and evaluate their work as necessary.
- 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

Organizational Advocacy:

- 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 complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

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:

- Bachelor's degree (preferred) and/or a minimum of 5 years of experience working with agreements for both federal and non-federal funding in a non-profit or similar organization of like size.
- 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.
- 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:

- Supervisory experience is preferred.

To Apply: Send Cover letter and resume to Diana White at dwhite@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.