

# 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: Accounting Technician**

**Date: 3/15/2021**

**Reports to: Accounting Manager**

**Starting Salary:** Grade A starting range is \$15.00 to \$18.00 per hour

**Location:** Durango, CO

**Status:** *Part-Time, Non-Exempt*

**Benefit Eligible:** None

## **Summary:**

The Accounting Technician Intern is responsible for assisting the management with effective and efficient administrative and financial functions for Conservation Legacy. The position assists in the review of the corporate credit card program and other financial reconciliations. The Accounting Technician interfaces with other Conservation Legacy staff financial processes and provides support for the Accounts Payable and Accounts Receivable departments. The position will be based in Durango, CO.

## **Essential Responsibilities and Functions:**

### **Accounting**

- Maintain accurate accounting files and records in accordance with organization business policies and accepted accounting practices
- Assist in the management of the credit card program, order new cards, track credit card agreement forms
- Review all credit card transactions on a monthly basis, track missing receipts
- Assist with ad-hoc reconciliations, variance investigations, and general analysis
- Ensure appropriate approvals occur to stay within compliance for the annual audit
- Other accounting functions, tasks, or projects 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
- Assist in the oversight of all company credit cards and provide programmatic support as needed

## **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

#### **Minimum Qualifications:**

- Active enrollment or completion of introductory accounting courses and a basic understanding of Generally Accepted Accounting Principles (GAAP).
- 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.
- 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.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and insurable driving record.

#### **Preferred Qualifications:**

- Actively pursuing a bachelor's degree in accounting, finance, or business administration

**To Apply:** Send Cover letter and resume to Andrea Mosher at [amosher@conservationlegacy.org](mailto:amosher@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 working effectively with diverse communities, including those specific to the BIPOC community & 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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*