



Title: Accounting Technician

Date: April 3, 2019

Reports to: Accountant

Grade: 2A \$14/hr DOE

Location: Durango, CO

Status: Part time, Non-exempt, Temporary

Benefits: None

Summary:

The Accounting Technician 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 Specialist, Accounts Receivable Specialist, and the Accountant. The Accounting Technician will be based in Durango, CO.

Essential Accountabilities 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 accounts receivable reconciliations on an ad hoc basis
- Insure appropriate approvals occur to stay within compliance for the annual audit
- 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
- Assist in the oversight of all company credit cards and provide programmatic support as needed

Physical Requirements:

To successfully perform essential functions, the Accounting Technician is required to sit, stand, walk, speak and hear. The Technician 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:

- Actively pursuing a bachelor's degree in accounting, finance, or business administration
- 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.
- Insurable driving record and ability to pass Conservation Legacy's criminal history checks
- 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 resume to amosher@conservationlegacy.org. Open until filled.