

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 Manager

Date: June 10, 2022

Reports to: Controller

Starting Salary: 54,289-55,000

Location: Durango, CO or any other CL office; Part-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 Payable Manager is responsible for the accounts payable functions for Conservation Legacy. This position supervises the accounts payable staff including the assignment, review and approval of their work. This position is responsible for the management of all accounts payable processes, the corporate credit card program, fixed assets, and capital leases. The Accounts Payable Manager interfaces significantly with other Conservation Legacy staff, financial processes, and provides support for the Controller and other accounting staff.

Essential Responsibilities and Functions:

Accounting

- Oversee the completeness, accuracy, and timeliness of all accounts payable processes utilizing accounting software and other internal and external systems
- Maintain accurate accounting files and records in accordance with organization business policies, Generally Accepted Accounting Principles, and internal controls; identify process improvement opportunities
- Perform final review on all expenses including accurate coding of expense account, program, service periods, and allocations and posting to the general ledger
- Ensure expenditures are in compliance with federal and other applicable regulations.
- Review the reconciliations of contractor/consultant invoices to agreements and budgets; resolve conflicts and discrepancies with accounts payable and program staff
- Monitor and manage AP Aging to ensure payments are up to date; resolve payment delays and issues
- Perform complex general ledger reconciliations and prepare journal entries. Review and post journal entries prepared by accounts payable staff

- Manage the administration of the corporate credit card program; perform final review and posting of monthly credit card transactions to the general ledger
- Monitor organizational level credit limits; ensures timely credit card payments to support critical program operations.
- Manage the fixed asset and capital lease schedules in accordance with GAAP
- Manage the booking and audit of SIEC
- Oversee annual 1099 process in coordination with accounts payable staff
- Assist with monthly financial statement preparation and review
- Assist with the preparation of annual audit schedules, audit confirmations, and other audit requests

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
- Oversee all company credit cards and provide programmatic support as needed
- Oversee all accounts payable training including credit card training, credit card approver training, and various payable processes
- Provide budget variance analysis on program expense; research and resolve discrepancies

Other Finance and Organizational Support

- Plan, assign, review and approve the work of accounts payable 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.
- Assist 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 professional experience with responsibilities listed above.
- 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 described above independently or with minimal supervision in a timely manner.
- 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.
- 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 including federal and other applicable regulations
- 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.