



Title: Accounts Payable Specialist
Reports to: Accountant
Grade: 2A \$14-\$17/ hr.
Location: Durango, CO
Status: Full time, Non-exempt, Regular
Benefits: Full, Per Personnel Policies

Date: February 25, 2019

Summary:

The Accounts Payable Specialist is responsible for managing effective and efficient administrative and financial functions for Conservation Legacy. This position manages accounts payable and administers the corporate credit card program. The AP Specialist interfaces significantly with other Conservation Legacy staff financial processes and provides support for the accountant and controller. The Accounts Payable Specialist will be based in Durango, CO.

Essential Accountabilities and Functions:

Accounting

- Process payables on a weekly basis utilizing accounting software
- Maintain accurate accounting files and records in accordance with organization business policies and accepted accounting practices
- Process vendor and expense reconciliations; research and correct discrepancies; resolve payment issues
- Compile, review, and import all credit card transactions on a monthly basis
- Assist with period-end balance sheet account reconciliations
- Insure appropriate approvals occur to stay within compliance for the annual audit
- Prepare and file annual 1099s
- 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
- Oversee all company credit cards and provide programmatic support as needed
- Provide training and support to petty cash custodians

Physical Requirements:

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

- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.
- 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.
- Bachelor's Degree Preferred
- 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 cover letter and resume to amosher@conservationlegacy.org. Open until filled.