

## Finance Accountant

Conservation Trust for North Carolina (CTNC) seeks candidates for the position of Finance and Administrative Associate. Applications will be accepted until **the position is filled or September 15, 2019.**

CTNC seeks a highly motivated candidate who reports to the Director of Finance and Administration and is responsible for day-to-day accounting and finance functions, human resources, and office administration duties as needed. This Finance and Administrative Associate works closely with all departmental staff to ensure timely and accurate recording and reconciliation of all accounting transactions. Nonprofit experience incorporating knowledge of fund accounting, government grant accounting, and project accounting is desirable. Knowledge of and experience with Sage Intacct is preferred.

### **CTNC's Commitment to Diversity and Inclusion in the Workplace, and Race Equity Practice**

Conservation Trust for North Carolina values diversity in all its many forms: diversity of demographic identity, experience, and thought. We seek to create an inclusive work culture where all staff and board members are valued for the diversity they bring to the organization.

We are committed to conserving land in ways that inspire and enable people to build resilient, just communities. We commit to using our institutional power and influence to push for systemic change where all people – regardless of race – share in the benefits of land conservation. At the personal level, we call upon all staff and board members to commit to ongoing learning about racial oppression and ongoing efforts to realize racial equity in conservation. To do this, we're committed to our own process of transformation and holding ourselves accountable to leading with values instead of outcomes. We measure our success by how well we live up to our values and how much we change the future through applying those values to conservation actions.

### **Essential Duties**

#### *Accounting/Finance*

1. Serve as the organization's general accountant and assist the Director of Finance and Administration with the day-to-day, month-end close and year-end operations of the Finance and Administration Department.
2. Conduct accounts receivable invoicing, A/R aging review and customer service follow-up in accordance with the Finance policies and procedures.
3. Conduct accounts payable processing including weekly check runs to ensure that all invoices are paid on time and accurately. Occasional emergency checks might be requested, and knowledge of year-end 1099 preparation is required.
4. Familiarity with handling cash, preparing check deposits and banking knowledge.
5. Review and process staff credit card expense reports and receipts submitted on a monthly basis.
6. Perform general ledger account analysis and reconciliations as assigned, including but not limited to, cash account reconciliations.
7. Prepare monthly general journal entries and activity related to land transactions.
8. Assist with various duties as needed, to include monthly payroll, benefits administration, annual audit preparation.

9. Facilitate monthly philanthropy team meetings to reconcile and code contributed revenue, ensuring the accurate recording of all donated gifts.
10. Prepare quarterly sales tax remittances and semi-annual tax refund requests.
11. Attend board meetings and finance committee meetings.
12. Monitor daily business practices to identify areas for efficiencies and/or improved practices and make suggestions for operational improvements.

#### *Office Administration*

1. Assist with inventorying and ordering general office supplies.
2. Coordinate with Finance Director to report office space and utility issues and manage repairs and services.
3. May be asked to record minutes for regular finance committee meetings.
4. Perform other duties as assigned.

#### **Education and Experience**

- Bachelor's degree or equivalent education and/or experience required.
- 1-3 years of accounting experience, preferably working in the nonprofit environment.
- Comprehensive experience in financial accounting databases, Sage Intacct preferred.
- Demonstrated ability to retrieve and analyze information to create accurate financial and analysis reports.
- Strong organizational and analytical skills. High degree of focus and attention to detail.
- High proficiency in Word and Excel required. Proficiency in Gmail or group email systems required.

#### **Essential Skills and Competencies**

- Attentive to details, and deadline-oriented: You are accountable but invite teamwork and input from other staff.
- Mature, supportive, and dependable: You can work autonomously as well as collaboratively. You desire to undertake new and varied projects and responsibilities.
- Flexible and capable: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Innovative: You seek out opportunities to learn, innovate, and improve existing processes.
- Great communicator: You have excellent persuasive writing and proofreading skills. You demonstrate poise and tact.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and also pitch in to support others.
- Have a strong understanding of Diversity, Equity and Inclusion and a commitment to noticing how our work can be more equitable and supporting those efforts.
- Ability to work evenings and weekends as required (not a regular occurrence).

#### **Compensation and Benefits**

Salary range \$40,000-\$45,000 depending on experience. Current benefits include health insurance, HSA contribution, 403(b) with company match, long-term disability, 9 paid holidays plus 3 floating holidays, as well as vacation, sick, and personal paid leave.

**How to Apply**

Please send a single PDF with your cover letter, resume, and list of three references (who will not be contacted unless you are selected for an interview).

Save your application file as: LastName\_FirstInitial\_CTNC (e.g. Wilson\_R\_CTNC.pdf).

Email your application to: [HR@ctnc.org](mailto:HR@ctnc.org)

**Deadline to apply is September 15, 2019. No phone calls please.**

Conservation Trust for North Carolina prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation or marital status. This includes all programs, projects, events and any other related activity sponsored by CTNC.