



nature forward

Connecting people and nature in the Capital Region

Formerly
Audubon Naturalist Society,
Est. 1897

POSITION DESCRIPTION

Job Title: Staff Accountant

Department: Finance

Supervisor: Comptroller and Senior Accountant

FLSA Status: Exempt

Telework: This position is Hybrid

Position Summary

The Staff Accountant is responsible for assisting in the finance and accounting activities of the organization. This is a full-time, 40 hour per week, position and is eligible for benefits, including health insurance, vacation, sick leave, retirement matching, and others as outlined in the Staff Handbook. This position is eligible for a blended combination of on-site work and telework.

Essential Duties and Responsibilities

Accounts Receivable and Cash Receipts

- Process deposits from Naturalist Shop and take to bank.
- Scan weekly check deposits into bank account.
- Take cash deposits to drive through banking.
- Complete monthly journal entries related to shop reports.
- File Sales Tax
- Import data into Financial Edge, review and post deposits.
- Prepare invoices as requested.
- Reconcile Accounts Receivable account to General Ledger each month.
- Process and mail invoices for advertising and other billable items as instructed.
- Process weekly deposits, including preparation of rental sheets or scanning documentation for other departments.
- Reconcile deposit records from Financial Edge with bank statements.
- Issue petty cash as requested.
- Petty Cash reconciliation and replenishment when necessary

Annual Tasks

- Work with other members of Finance department on Audit preparation
- Work with other members of Finance department to appropriately store records from previous fiscal years and mark for shredding any which are slated for disposal.
- Complete annual Personal Property Tax report for Montgomery County

Other Tasks

- Take and prepare Finance Committee minutes.
- Upload payroll journal entries into Financial Edge.
- Record postage meter fund automatic replenishment and reconcile postage account.
- Maintain and reconcile monthly schedules.
- Cross-train on other tasks in Finance Department to ensure smooth continuance of operations when other staff are out on leave
- Maintain fixed asset schedules and make associated entries.
- Serve as back-up to payroll.
- Assist with other tasks as requested or assigned.

Qualifications/Requirements

- Bachelor's degree (or higher) in accounting preferred.
- 1-3 years' experience as a bookkeeper or accountant
- Familiarity with (or a willingness to learn) accounting and reporting requirements specific to nonprofit entities
- Knowledge of GAAP, particularly in relation to nonprofit accounting
- Proficiency in Microsoft Office, particularly Excel and Word
- Experience with financial software programs; Financial Edge experience a plus
- Ability to meet time sensitive deadlines and to work under pressure.
- Willingness to pitch in on all finance department tasks as needed
- Ability to work closely with other finance staff and general staff as a whole
- Ability to work extra hours which may be required at month end, year-end, and at other times throughout the year
- Ability to work independently
- Honesty and Integrity
- Ability to communicate effectively in person and over the telephone
- Ability to maintain attention to detail despite interruptions
- In accordance with board policy, will be required to pass a background check

Physical Requirements

- Ability to climb stairs to access offices
- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds
- Vision to read printed materials and a computer screen

To apply, send your cover letter and resume by May 31, 2023 to natureforwardfinanceposition@gmail.com.

COVID vaccination is required for employees of Nature Forward Inc. The organization will consider accommodations for disability and religious-based reasons.