



ACCOUNTANT

Open Position Description

Posted 06/22/2017

Job Status: Full-time, Non-Exempt

Salary commensurate with experience

Position reports to the Operations Manager

Excellent benefit program

The Accountant will provide accounting support to all major financial accounting areas, including accounts payable, general ledger accounting, and account reconciliation.

Position Responsibilities

- Verify, allocate, post and reconcile transactions.
- Analyze financial information and summarize financial status.
- Review and recommend modifications to accounting systems and procedures.
- Prepare monthly, periodic and annual invoices and statement of accounts.
- Support month-end and year-end close process.
- Process monthly payroll.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Prepare and record asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Prepare for annual audit; facilitating and assisting external audit team.
- Avoid legal challenges by complying with legal requirements.
- Analyzing complex financial reports and records.
- Making recommendations based on analysis and status of reserves, assets and expenditures.
- Performing variance analyses and preparing account reconciliations.
- Facilitating and assisting external CPA firm with information for tax returns.
- Documenting and monitoring internal controls in support of auditing team.
- Organizing and implementing the set-up of a project accounting system for a variety of sub-accounts.
- Other financial, accounting and recordkeeping tasks as needed.

Skills & Requirements

- Minimum four (4+) years of accounting experience, including application of *Generally Accepted Accounting Principles* required.
- Experience including accounts payable, accounts receivable, reconciliations and monthly financial close processes.

- Bachelor's degree in accounting or similar field is required.
- High attention to detail and accuracy.
- Analytical and problem solving skills.
- Excellent relationship management with internal and external customers.
- Proven, solid QuickBooks and Excel skill. Experience with endowment management software is a plus.
- Understanding of principles and practices for nonprofit organizations is a plus, but not required.
- Ability to meet a constant stream of deadlines.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Superior analytical and problem-solving skills.

ABOUT WILDLIFE HERITAGE FOUNDATION

WHF is a 501(c)(3) nonprofit dedicated to protecting and enhancing wildlife habitat and connecting Californians to the outdoors. We have conserved more than 150 properties throughout California, and manage a sophisticated system of funds and investment accounts. WHF regularly engages and cooperates with land trusts, conservation organizations, public agencies, developers and other land managers that require expertise in the area of the protection of vital habitat in perpetuity. WHF has been accredited by the Land Trust Alliance since 2008 and is a member in good standing of the California Council of Land Trusts. www.wildlifeheritage.org

Please send cover letter and resume to Darla Guenzler at darla@wildlifeheritage.org. Resumes will be considered on a continual basis, and the position will remain open until filled. No phone calls please.