ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Finance/ Accounting Associate

Reports To: Director of Finance

Department: Finance

Position Type: Non-Exempt – Part Time

JOB DESCRIPTION

The Finance/ Accounting Associate is responsible for a working knowledge of all Rocky Mountain Conservancy accounting and finance related matters, with specific duties assigned, and the ability to cover finance/ accounting area related duties in the absence of Director of Finance.

Essential Duties/Responsibilities

1. Performs bookkeeping and general ledger functions, routine and non-routine journal entries, maintenance of cash books, prepares trial balances, financial statements, cost and other reports.

2. Assists Director of Finance with all accounting functions including cost accounting, general accounting, accounts receivable, and accounts payable, auditing, and budgeting.

3. Responsible for the computation and timely payment of all taxes, including sales taxes, and any leasehold or contractual obligation in collaboration with Director of Finance.

4. Assist with Merchant Processor accounts for credit card machines, PCI compliance, credit card reconciliation, etc.

5. Responsible for working with Director of Finance in supplying management any and all financial information and reports necessary for making policy decisions.

6. Assists in the tracking and adherence to finance/ accounting policies and budgets.

Other Duties/Responsibilities

1. Responsible for filing and filing systems for the Director of Finance.

2. Back up for HR coordinator’s payroll functions.

3. Helps with processing incoming mail when needed.

4. Answers incoming phone calls in a professional and courteous manner.

5. May be responsible for specific designated projects.

Supervisory Duties

None.

Revised: February 2020
JOB QUALIFICATIONS

Knowledge, Skill and Ability
The position requires a high degree of professionalism and handling details of a confidential nature, as well as the ability to exercise discretion and independent judgement.

1. Requires broad working knowledge of general accounting, cost accounting, bookkeeping, general ledger, journal entry, finance, payroll, auditing, budgeting, etc.
3. Demonstrated superior level of attention to detail, professionalism, written and oral communication interpersonal skills required.
4. Ability to work independently, problem solve, improve processes, work with management and varied departments, perform multiple duties.

Computer Skills
Proficient Microsoft Office suite skills required. Extensive experience with Excel. Previous experience working with accounting software required. Experience with payroll systems and POS systems preferred.

Education or Formal Training
Bachelor’s degree required. Experience may be substituted for education. CPA work a bonus but not required.

Experience
1. Previous experience in accounting and finance, with an organization of similar size and scope to the Conservancy required. Prefer 5 years of experience.
2. Understanding of fund accounting, Not-for-Profit organizations, and tax- exempt status. Previous experience in Not-for-Profit organization preferred.

Material and Equipment Directly Used
The position requires the use of computerized equipment, printers, fax machines, copiers, telephones, post meter and other typical office equipment.

Working Environment/Physical Activities
Some weekend and evening hours may be required. Hours may fluctuate by season or project. Ability to focus in a busy environment.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.