

Position Description	
Department: Accounting & Finance Title: Accountant	

Position Function: We are looking for an individual with a solid accounting background combined with a love of our National Forests. This position works with the Controller to complete accounting, financial reporting and budget tasks.

Position Duties and Responsibilities

Essential Functions

- **Review, monitor, and process a variety of fiscal transactions**
- **Maintain chart of accounts**
Assign project codes as requested. Create new accounts in software system and inactivate old accounts.
- **Review/analyze various financial records**
Quarterly balance sheet reconciliations, maintain schedules for SEFA reporting, Map Store invoicing and billing, investment details for audit reporting.
- **Execute accounts payable and accounts receivable**
Accounts Payable - Timely and accurate entry for accounts payable, weekly processing of payment requests.
Accounts Receivable – Timely and accurate processing of incoming funds to include documenting, depositing and maintain concise records.
- **Support the payroll process**
Monitor timecards for completeness and accuracy. Train new employees on iSolved payroll time & attendance system. Back up to Controller for processing payroll.
- **Resolve issues and variances**
Research unusual items or variances to expected results in the Great Plains system. Propose correcting entries as needed.
- **Prepare journal entries, expense accruals and allocations**
Prepare recurring monthly journal entries, salary allocation entries and other allocation entries as needed.
- **Participate in a timely and accurate month-end closing process**
Support the Controller with preparing monthly financial statements, Statement of Activities, Schedule of Expense, Cash Balances, Endowment Analysis and Program Specific Actual to Budget Comparison.
- **Complete Charitable Registration in all states required**
- **Maintain budgets in software system**
Annually enter budgeted amounts into Great Plains. Maintain any changes or research any questions related to specific program budgets.
- **Support annual audit by providing requested information in a timely and accurate manner.**

Education and Qualifications: NFF expects the Accountant to possess the following educational and experiential qualifications:

- Bachelor's degree in accounting, business, or closely related field OR
- Associate's degree in accounting, business or closely related field and four years of applicable experience OR
- Alternate combinations of education and experience may be considered on a case-by-case basis.

Abilities, Skills, Competencies: NFF expects the Accountant to possess the following proven abilities and skills:

- Knowledge and proficiency with GAAP. The principles, practices and theory of accounting and budgeting.
- Automated accounting software (Great Plains preferred but not required)
- A strong attention to detail and commitment to process.
- Detail-oriented and highly organized approach to daily work.
- Plan, organize, gather information and conduct research.
- Effectively set priorities, while managing a variety of projects and tasks to successful completion.
- Ability to work well, and be flexible, in a team-oriented environment.
- Proficient with using Microsoft Office: Excel, Word, and Outlook.
- Desires to improve job performance through self-assessment, skill development, training and goal setting.
- Ability to communicate and coordinate well with staff.
- Maintain a regular and reliable level of attendance and punctuality.
- Must be able to work independently.
- Commitment to the mission of the National Forest Foundation.

To Apply: Please send cover letter and resume **as a .pdf file** to: Sheree' Bombard, Director, Administration at: sbombard@nationalforests.org. Please note in the subject line: "Application for Accountant"

Applications must be received by email no later than March 8, 2019

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

*For more information about the National Forest Foundation, visit the Web site at:
<http://www.nationalforests.org>*