

<p><b>Position Description</b></p> <p><b>Department:</b> Accounting &amp; Finance  <b>Title:</b> Accountant</p>	
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**National Forest Foundation (NFF)** is pleased to offer a regular, full-time position to a candidate who will be an integral part of the Accounting Team.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across the 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** The Accountant reports to the Controller and is primarily responsible for supporting day-to-day finance operations. The Accountant is responsible for working directly with the Controller to ensure the accuracy of Great Plains, as well as coordinating with staff on numerous accounting issues.

**Position Duties and Responsibilities:** The Accountant is responsible for the following duties:

- **Accounts Receivable (A/R).** Manage accounts receivable for funds received and new pledges made. Create, maintain, and upload a spreadsheet for all deposits, including electronic deposits. Monitor the storage of appropriate documentation of each check or electronic deposit, scanning, and filing of deposit details. Enters receipts of outstanding A/R into Great Plains.
- **Accounts Payable (A/P).** Monitor entry of payment requests accurately and timely in our paperless A/P system. Backup to the Bookkeeper position for entry of A/P requests. Extract approved items to Great Plains and prepare for payment and review open items. Manage corporate credit card activity ensuring adequate receipts are received. Process payment runs twice a week.
- **Payroll.** Provide backup support for payroll processing as needed.
- **Non-federal Reimbursable Grants.** Prepare monthly invoices for all non-federal reimbursable grants. Follow up on outstanding invoices not paid in a timely manner.
- **Revenue Recognition.** Review new agreements for conditions or restrictions and book appropriately. Manage Refundable Advances on a monthly basis.
- **Charitable Registrations.** Monitor charitable registrations for all states. Annually work with third-party vendor on processing the registrations in all required states.
- **Budgeting.** Work with the Controller on the annual budget.
- **Project codes.** Assign and maintain list of current and closed project codes.

- **Reporting.** Support Controller with providing monthly, quarterly, and special request reports both internally and externally.
- **Month-End Financial Statements.** Assist Controller in closing the month and producing accurate and timely Financial Statements.
- **Audit.** Providing auditor requested information timely and accurately.
- **Support:** Provide general accounting support to NFF staff.

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

- Bachelor of Science in Accounting Degree required. Nonprofit Foundation experience a bonus but not required.
- Proven experience with a computerized accounting system.
- Proficient, working knowledge of Excel, Word, and Outlook.

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

- A strong attention to detail and commitment to process.
- Detail-oriented and highly organized approach to daily work.
- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication skills, as well as excellent interpersonal skills at all levels.
- Ability to 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.
- Commitment to the mission of the National Forest Foundation.

**Location:** The preferred position location is Missoula, Montana. Will consider other locations in the United States with reliable Internet access.

**Compensation:** The NFF offers compensation commensurate with skills and experience and will include a competitive benefits package. Salary for this position will be in the \$40,000 to \$45,000 range commensurate with experience and considering locality.

**To Apply:** Please send a cover letter and resume in .pdf format to Sheree' Bombard at sbombard@nationalforests.org with subject line: "**Application for Accountant.**" **The position will be open until filled.**

*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 website at: [www.nationalforests.org](http://www.nationalforests.org)*