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)*