



Audubon Canyon Ranch

Connecting nature, people, and science for a more resilient world.

egret.org

Senior Accountant		Date: 03/15/2024	
<p>Job Description</p> <p>Oversees day to day accounting and monthly GL accounting and financial statement close activities for Audubon Canyon Ranch, working in close collaboration with Chief Financial Officer, Chief Operating Officer, other employees, and Board Finance Committee. Builds, manages, and improves effective and streamlined systems to support the accounting functions of the organization including fund accounting, accounts payable, invoicing, investment accounting, payroll, budgets, reporting, and annual audit support.</p>			
<p>Responsibilities</p> <ul style="list-style-type: none"> • Oversight of accounts, ledgers, and reporting systems; manage and execute all basic accounting procedures related to payables and receivables. • Reconcile revenue monthly between accounting and development systems to ensure proper recording and reporting. • Reconcile investment accounts monthly and record proper investment accounting entries. • Responsible for monthly GL accounting close. • Prepare and submit internal financial statements to CFO for review. • Based on CFO request, prepare and submit financial analysis. • Oversee payroll and benefits administration, including reporting, maintaining employer tax records and returns, and related human resources administrative functions. • Work in collaboration with relevant staff to monitor, maintain, and report on state, federal, and other philanthropic grants received by the organization. • Setup and track annual operational, programmatic, and capital budgets, including regular reporting. • In consultation with external auditors and CFO, oversee and coordinate audit activity and related documents. • Maintain required regulatory compliance regarding financial transactions and reporting. • Ensure compliance with GAAP standards. • Attend and actively participate in virtual and in-person meetings and training. • Other duties as assigned. 			
Job Location:	In person Stinson Beach or Glen Ellen, CA, telecommute (California, preferred), or hybrid	Supervisor:	Chief Financial Officer
Degree/Years of Experience:	Bachelor's Degree or CPA required; minimum 3 years' relevant experience	Other Requirements:	
Employment Status:	Regular, full time, exempt		

Required and Preferred Skills and Qualifications

- Bachelor's degree with emphasis in non-profit accounting, investment accounting, finance, or related field, CPA, or commensurate experience required.
- Experience in fund accounting and investments required. Nonprofit accounting experience, including audits preferred.
- Experience in managing an integrated accounting system including grants, scholarships, and donor management software desirable; experience in Blackbaud software including Financial Edge and Raisers Edge desired.
- Experience with automated payroll platform systems.
- Experience with managing government contracts preferred, including invoicing, financial reporting, compliance, and more.
- Proficiency with PC computers and software applications including Office 365 (SharePoint, OneDrive, Word, Excel, Power Point, Outlook, Teams), Adobe, and others.
- Ability to learn new software applications, write basic code, and general comfort with technology preferred.
- Commitment to bringing equity, inclusion, social justice, and diversity into daily interactions and work practices.
- Consistent track record of professional, competent, friendly, and diplomatic interactions with all stakeholders.
- Ability to exercise sound judgement, employ proper safety measures, problem solve, and maintain confidentiality.
- Ability to write and converse clearly in English.

Essential Physical Requirements

Must be able to sit, stand, walk, bend; frequently and repetitively use hands (keyboarding), vision, hearing, speech/language processes; use computers, scanners, printers, phones, and other technological equipment.