



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education

563 SW Jefferson Ave., Corvallis OR 97333 phone: 541-753-3099

Accountant I Job Announcement

Join us! We're growing our team!

Job Title: Accountant I
Office Location: Corvallis, Oregon
Status: Regular, full-time
Compensation: \$25.59 plus benefits
Remote work possible

About IAE

The [Institute for Applied Ecology](#) (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. We maintain an open and convivial office environment with approximately 35 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission and diversity statements](#).

Studies have shown that Black, Indigenous and People of Color, women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Specific Duties of the Accountant I

A) Grant and Contract Management (55%)

- Create new jobs and set them up in QB. Create estimates in QB.
- Prepare and submit financial and performance reports and forms to funders, particularly federal and state agencies.

- Support Program Directors as needed with financial data for grants
- Grant billing. Review/approve all backup documentation (prepared by the Admin Assistant/Accounting Clerk) is complete and accurate.
- Close communication with/be backup for Admin Assistant/Accounting Clerk regarding:
 - Providing supporting information and review of grants proposals.
 - Assist with submitting grant proposals online.

B) Accounts Receivable (10%)

- Receive and document all payments from customers.
- Record payments in QuickBooks.
- Deposit funds in bank.
- Reconcile various Inventory balances with Admin Assistant/Accounting Clerk and Plant Materials Manager various databases to QB on a monthly/quarterly and annual basis.
- Close communication with/be backup for Admin Assistant/Accounting Clerk regarding:
 - Create all necessary backup documentation required for invoicing grants/agreements/contracts.
 - Reconcile the donor database to QuickBooks with Communications and Fundraising Coordinator on a monthly basis, including reconciliation of restrictions.

C) Financial Reporting (15%)

- Assist CFO with completion of Negotiated Indirect Cost Rate Agreement proposals and annual reports.
- Assist with annual audit preparation.
- Assist CFO with fiscal oversight, prepare financial statements for the program directors.

D) Operations enhancement (20%)

- Assist with development and improvement of accounting procedures and software use processes.
- Cross train with other business office staff to gain an understanding of processes and procedures and provide occasional back up for front office staff.

Qualifications

- Bachelor's degree in accounting or finance and 2+ years of related experience, or equivalent.
- Proficient in QuickBooks or similar accounting software.
- Experience with restricted funds and federal funding mechanisms.
- Proficient in Microsoft Office, especially excel.
- Excellent written and oral communication skills.
- Positive attitude and ability to work with a diverse staff while respecting confidential information.

VACCINE REQUIREMENT: IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination. Employees may request exceptions and reasonable accommodations for medical reasons or sincerely held religious beliefs. Any offer of employment will be contingent on complying with this policy.

IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every

aspect of the employment relationship.

How to Apply:

To apply for this position, submit:

1. Letter of interest – In your letter of interest, state when you would be available to start work (this is a MUST), and state that we may contact references and past employers.
2. Resume
3. Names and contact information of two references.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered upon receipt.

Email application materials to:

jobs@appliedeco.org

APPLICATION DUE: August 9th or until filled

Questions? Contact Jennifer Butler, jenniferbutler@appliedeco.org