

**JOB ANNOUNCEMENT:** Accounting Specialist

**Office Location:** Corvallis, Oregon

**Status:** Regular, full time

**Compensation:** \$20-23/hr depending on experience, plus competitive benefits package that includes health insurance and 401k

**Closing date:** Jan. 22, 2021. Preference may be given to applicants who can start by Feb. 22, 2021

Click [here](#) to apply.

**About Us:**

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 24 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](#).

**Position Summary:** We seek one full-time employee to fill the role of Accounting Specialist for our organization based in our Corvallis, Oregon office. Responsibilities include accounts payable and some human resources tasks. The Accounting Assistant reports to the Chief Financial Officer and provides support to the administrative and program staff, with frequent interaction with the Executive Director. The position does not have supervision responsibilities. Duties and responsibilities of this position may change or expand over time. Until Covid-19 restrictions are lifted this position will alternate telework with onsite work. The individual hired is expected to provide their own home internet connectivity and home work space.

**Job Segments and Responsibilities**

A) Accounts Payable (70%, estimated proportion of duties)

- Manage accounts payable including, receiving vendor bills and processing payments, recording project expenses, recording credit card charges, recording employee reimbursement requests, and filing all supporting documentation.

B) Human Resources (5%)

- Onboarding and offboarding employees

C) Financial reporting (5%)

- Assist with annual audit preparation
- Monitoring cash balances

#### D) Operations enhancement (10%)

- Document and implement standard operating procedures for the Business Office.
- Assist with development and improvement of accounting procedures and software use processes.

#### F) Office management (10%)

- Cross train with other administrative staff to gain an understanding of administrative processes and procedures and provide occasional back up for other office staff.
- Facilities duties such as managing janitorial and landscaping services, scheduling vehicle maintenance.

#### **Qualifications**

- Associates degree or higher in accounting.
- 2-3 years of experience with bookkeeping using QuickBooks accounting software, as well as Generally Accepted Accounting Practices.
- Fluency with technology (e.g., Microsoft Office and Google suite).
- Ability to work cheerfully and respond promptly with a diverse staff in Oregon and New Mexico, while being respectful of their confidential information. Must have the ability to work well independently and as part of a team of administrative staff and with other program staff.
- Good verbal and written communication skills while on the job and while representing the interests of IAE.
- Ability to be organized and detailed oriented, and plan and organize work to meet deadlines.
- Ability to pass pre-employment background check.

#### **Preferred Qualifications**

- Bachelor's degree or higher in accounting.
- Over 3 years of experience with bookkeeping and payroll using QuickBooks accounting software, as well as Generally Accepted Accounting Practices.
- Experience working with nonprofits and with restricted funds.

#### **How to Apply**

To apply for this position, go to the job application website:

<https://forms.gle/LcuCs9n7UjzEAuNv7>

You will need the following information to apply online:

- Your experience and qualification and any other skills you would like us to know about.
- When you would be available to start work
- Contact information (phone and email) for three professional references (including past employers/supervisors)
- Resume (to email)

*Letters of recommendation, work samples, and/or college transcripts may be requested for top applicants.* Incomplete applications will not be accepted.

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.

IAE apoya la diversidad y la equidad, y fomentamos las aplicaciones de todos. Reconocemos que la fortaleza del IAE está en nuestra gente, y creemos que cada empleado tiene el derecho de trabajar en entornos que están libres de todas las formas de discriminación y acoso. IAE no discrimina ni discriminará en las prácticas de empleo y personal, y nuestro compromiso con la igualdad de oportunidades de empleo se aplica a todos los aspectos de la relación laboral.

If you have any questions, please contact:

Tom Kaye, Executive Director: [tom@appliedeco.org](mailto:tom@appliedeco.org)