



## Position Description

**TITLE:** Staff Accountant

**LINE OF BUSINESS/DIVISION:** Operations/Finance

**FLSA STATUS:** Exempt

**REPORTS TO:** Accounting Manager

**NUMBER OF POSITIONS REPORTING TO THIS POSITION:** 0

**LOCATION:** Arlington, VA (hybrid work arrangement available)

## THE CONSERVATION FUND

The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985.

## POSITION SUMMARY

The Staff Accountant is part of a small team of accounting professionals responsible for all facets of the accounting process for the organization. The Staff Accountant performs a variety of weekly and monthly processes related to accounts payable, corporate card management, and other general disbursements. The Staff Accountant also serves as a key resource to field staff on questions related to payables processing and system troubleshooting.

## RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The Staff Accountant has day-to-day responsibility for a variety of general accounting duties and may cross-train in other departmental functions to serve as a backup. The individual will be expected to work closely and collaboratively with other team members in Finance & Accounting and with program staff to ensure the timely and accurate processing of payables and disbursements in the most effective and efficient manner possible. Specific duties include but are not limited to the following:

- Review, prepare, and process payables. Ensure payments are properly supported and authorized.
- Set up new vendors in the system as needed, collecting necessary documentation for accurate payments and IRS reporting. Perform periodic vendor record maintenance and updates, confirming a complete vendor record in the system.
- Serve as the Corporate Card Administrator for the organization, issuing new cards and providing support to employees with corporate cards. Review and reconcile corporate credit card transactions; review supporting documentation as needed to ensure purchases align with company spending policies.
- Prepare various month-end accruals, schedules, and adjusting entries.
- Lead the preparation of year-end 1099s.
- Set up and maintain project records in the general ledger, ensuring accurate assignment of key project attributes.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Accounting or related field and at least three (3) years related experience, or equivalent combination.
- Ability to work with automated accounting systems and proficiency in Microsoft Office Suite, particularly Excel.
- Good organizational, communication, and interpersonal skills.
- Flexible and reliable self-starter comfortable in a dynamic and diverse work environment.
- Commitment to providing timely and accurate service.
- Commitment to The Conservation Fund's mission and values.

## **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- Experience with Blackbaud systems.

## **WORK ENVIRONMENT**

- Work is performed in an office setting.
- Estimated travel – 0%.

## **COMPENSATION and BENEFITS**

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

Qualified candidates should email resume and cover letter to: [careers@conservationfund.org](mailto:careers@conservationfund.org).

*The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.*