Position Description

TITLE: Staff Accountant
DEPARTMENT/DIVISION: Natural Capital Investment Fund, Inc. (NCIFund)
EXEMPT/NON-EXEMPT STATUS: Exempt
REPORTS TO: SVP, Director of Finance
NUMBER OF POSITIONS REPORTING TO THIS POSITION: none
LOCATION: Charles Town, WV

ORGANIZATION

NCIFund, a Community Development Financial Institution (CDFI), provides financing and technical assistance to triple bottom line businesses in the Southeast US (www.ncifund.org). NCIFund is an affiliate of The Conservation Fund “TCF” or the “Fund”).

TCF 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, in its 33-year history The Conservation Fund has protected more than eight million acres of critical conservation property worth $4.7 billion across all 50 States.

POSITION SUMMARY

The Staff Accountant supports the SVP, Director of Finance and Sr. Staff Accountant in carrying out the responsibilities of the NCIFund Finance Department. This position is critical to the essential daily operations of the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Position will aid in the daily operations of the Finance Department including, but not limited to the following:

General Ledger
- GL account reconciliation.
- Prepare accrual and adjusting entries for general ledger input.
- Process Accounts Payable. Prepare check requests. Ensure payments are appropriate, necessary, within budget and contractual agreements.
- Summarize monthly time sheets by project to prepare the TCF management fee accrual.
- Provide GL detail as requested.

Treasury
- Deposit daily cash receipts.
- Input bi-monthly ACH transaction to the banking platform and maintain ACH templates.
- Assist with bank account reconciliations.
- Prepare invoices of state and federal grant funders for reimbursable expenditures for review.
- Maintain the on-line credit card platform.
- Review on-line credit card transactions and documentation. Notify supervisors for approval.
- Prepare credit card transactions for general ledger input.
Audit
- Maintains the digital document storage that is used for the yearly audit.
- Assists the Finance Team with audit preparation.

Additional Duties
- Assist the Finance Team with quarterly grant and loan reporting, some of which are maintained on digital platforms.
- Upload quarterly financials and related reports and maintain the digital document storage that is used for AERIS and CDFI reporting.
- Annual preparation of 1099 forms.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice by the Finance Team.

QUALIFICATIONS
- AS/BS in Accounting and a minimum of two years accounting experience is required. Five years of relevant professional experience may replace educational requirement.
- Demonstrated proficiency in Quick Books, MS Excel, Word, and Outlook.
- Effective PC skills are required for industry-specific software.
- Ability to compose routine reports and correspondence.
- Strong attention to detail and ability to multi-task.

Success on the job requires:
- Must be conscientious by nature, with no tolerance for financial sloppiness.
- Must have a positive attitude, demonstrate ability to work cooperatively with people, and exhibit the ability to solve problems and take initiative.
- Interested in the goals of the organization and strive to help achieve those goals.

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.

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

Qualified candidates should email their resume with cover letter to: 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.