



Job Type: Staff Accountant

Location: Hybrid – Home office and headquarters in the Robinson Township, Pennsylvania, area

Posting Open Date: Feb. 12, 2024

Posting Closing Date: March 10, 2024 (Or until filled by an exceptional candidate)

Background:

At RGS & AWS, we believe forests are essential, not just for wildlife but for all life. For more than 60 years, our foundation has been embedded in the tenets of sound science and the belief that sustainable forest management is integral to wildlife conservation. We create landscapes of diverse, healthy forests that provide homes for wildlife and opportunities for people to experience them. These same forests clean the air, filter water and support local communities.

We're seeking an outstanding individual to work with the Finance Team. This position will provide accounting and administrative support under the direction of the Director of Finance and Administration. Responsibilities will include purchase order and payables management for the entire organization as well as assisting with recording of grant-related transactions.

Qualifications:

- Degree in accounting
- Four years of accounting experience with a focus on processing accounts payable and purchase orders
- Proficiency in accounting software and Microsoft Excel
- Experience with Oracle's NetSuite platform preferred
- Strong analytical and problem-solving skills
- Attention to detail and high degree of accuracy
- Excellent communication and teamwork skills

Responsibilities:

- Accounts payable
 - Lead contact for all payable-related items
 - Create and maintain vendor records
 - Ensure purchase orders are submitted accurately and approval processes are completed
 - Responsible for paying and keeping record of all invoices
 - Submission and payment of sales tax returns as required
 - Track, prepare and mail all required tax documents
- Fleet management
 - Manage vehicle records and registrations
 - Track expenses of company-owned vehicles and approve per company policy
- Grants and agreements
 - Analyze and maintain financial transactions ensuring entries are accurately applied against appropriate grants as needed
 - Record revenue and receivable by funding source and/or subaward
 - Be able to review data, identifying errors through analysis, research and interpretation of data; provide recommendations to the Finance Director in determining corrective action
 - Assist with billing on contract awards and prepare the necessary billing documents, as appropriate; verify invoices for allowable costs and prepare monthly grant requests for reimbursement
- Other duties as assigned

Compensation:

Competitive compensation; health insurance including medical, dental and vision; retirement options



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including employer match; a purchasing card for business expenses; computer; office supplies and support as needed to excel will be provided.

The salary scale for this role accounts for a range of considerations such as skill set, experience, training and certifications as well as business and organizational needs. A reasonable estimate of the starting salary range is \$60,000 to \$68,000 commensurate with experience. With time on the job and optimal performance, salary could extend beyond \$70,000.

Application Instructions: Please email a cover letter and resume combined in a single.pdf file by March 10, 2024, to KimS@RuffedGrouseSociety.org using "Staff Accountant" as the email subject line.