



General Ledger Accountant

What does your accounting acumen and a love of redwood trees have in common? . . . the Senior Accountant position at Save the Redwoods League! If you want to make a difference in the work you do, read on to explore joining our team.

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to www.SaveTheRedwoods.org

As the **Senior Accountant**, you will be collaborating with the Controller in assisting Save the Redwoods' management to monitor and analyze Finance Department operations. This critical role is key to ensuring the most efficient processes are in place and in providing leadership and guidance to colleagues.

Essential Duties and Responsibilities:

General Responsibilities:

- Collaborates with the Controller; monitors and analyzes department work and develops new and efficient workflow procedures and processes; develops and implements processes and procedures for new League activities and systems
- Ensures accurate financial statements, a favorable audit and accurate tax returns, and compliance cross-organizationally to mitigate risk to League assets
- Performs monthly, year-end, and month-end financial close activities; works with external auditors; prepares audit schedules and tax returns
- Provides training and support to Finance department including back-up support for other accounting positions and functions as needed, such as for vacation breaks and to balance workload requirements
- Collaborates and communicates with the development database team
- Ensures maintenance of chart of accounts and accounting policies and procedures
- Provides support for Finance and Investment, Audit, and 401K Committee meetings
- Performs special projects or other duties, as assigned

General Ledger Duties:

- Reconciles general ledger accounts by researching, collaborating and communicating with others inside and outside the organization; performs journal entries, and roll-forward schedules
- Reconciles all pledges, receivables, and notes receivable, contributions between finance and development databases, planned gifts, bequests, charitable remainder trust, and charitable gift annuities, bank accounts, other assets, deferred revenue, net assets
- Reviews journal entries as assigned
- Processes stock gifts
- Ensures all donations are recorded accurately in the database and in preparation for the Internal Audits

Monthly Financial Close and Reporting:

- Performs accounting for departmental allocable expenses
- Uploads and reconciles MIP to Adaptive Insights
- Performs monthly financial variance analysis
- Prints and distributes the monthly financial statements and dashboards

Annual Budget:

- Assists the Controller with annual budgetary process; prepares budget workbooks, meeting coordination; provides Adaptive Planning technical support to staff

Qualifications:

- Bachelor's Degree in Business or equivalent work experience; academic major in accounting or finance strongly preferred
- A minimum of five years of directly related experience is required; three years' experience with MIP Fund Accounting or similar accounting software
- Nonprofit experience preferred
- Experience with Every Action and other development database experience a plus
- Experience using Adaptive Insights preferable
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Access), Outlook, Teams and SharePoint, preferred
- Highly organized with excellent project management skills, including the ability to establish and monitor priorities, maintain flexibility, and meet deadlines in a fast-paced setting; able to handle multiple complex tasks with stringent time constraints
- Self-starter, able to work independently as well as in a team, with a track record of collaborating successfully with others
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment, receptive to changes and challenges
- Strong organizational skills with a high degree of accuracy and attention to detail
- Experience in designing systems and adapting procedures and processes
- A strong commitment to the mission of Save the Redwoods League
- Personable with a good sense of humor is a plus
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

Working Conditions:

- Regularly sits at a desk or computer workstation
- Frequently moves about the office to coordinate work and collaborate with colleagues
- Occasional evening and weekend work required
- Occasionally lifts, carries, moves and positions objects weighing up to 30 pounds

To Be Considered:

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: Jobs@SaveTheRedwoods.org with the subject heading " Senior Accountant".

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer

Fluent English speakers who are bi-or multi-lingual, including indigenous language speakers, are encouraged to apply.