

## **Staff Accountant**

### **Pontchartrain Conservancy—New Orleans, LA**

The Pontchartrain Conservancy (PC) is a 501(c)(3) non-profit organization that seeks research-based practical solutions for preserving and restoring the Lake Pontchartrain Basin. Our strengths are our depth of scientific knowledge and understanding of the pertinent challenges affecting the basin region, as well as our proven-track record in finding practical solutions.

#### **Position Summary**

The Staff Accountant, under the supervision of the Director of Finance and in collaboration with members of the accounting staff, prepares and ensures daily general ledger, accounts payable and receivable entries along with other monthly entries for completion of monthly and quarterly reporting. The Staff Accountant prepares bank and account reconciliations, supports the payroll and grant administration functions, and provides accounting support to the operations functional areas along with other general accounting functions of the foundation.

This position provides the individual with a unique opportunity to work with a dynamic social and environmental justice organization and a diverse team to ensure the success of the Pontchartrain Conservancy's mission and vision. This position is full-time (40hrs./wk.) and will be resident at PC's Metairie office.

#### **Major Responsibilities**

- Bank account and sub-ledger reconciliations;
- Assisting with quarterly & other as needed grant reports;
- Recording monthly investment account activity;
- Recording deposits and receivables;
- Identifying grant revenue recognition with reference to ASC 606;
- Recording inventory, sales, returns and cost of goods sold;
- Monthly and quarterly billing;
- Fixed asset accounting and depreciation.

#### **Required Knowledge, Skills & Abilities**

- Attention to detail;
- Excellent organizational skills;
- Proficient in Microsoft Excel;
- Ability to learn various database and software programs to perform analysis and reconciliations and to successfully research and resolve discrepancies;
- Basic knowledge of generally accepted accounting principles with special emphasis on those principles relating to non-profit organizations;
- Analytical & problem solving skills;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Ability to work independently & with others in all levels of the organization;
- Ability to multi-task and prioritize work & meet project deadlines
- Non-profit experience preferred but not mandatory;
- Ability to maintain confidentiality;
- Knowledge of payroll processing;

- Team Work;
- Ability to handle diverse situations & work in a professional and effective manner.

**Required Education/Experience**

- Bachelor degree and one year of accounting experience; or,
- High school diploma and five years of accounting experience.

***Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to [frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org). Applications accepted through May 15, 2023. No inquiries please—candidates will be notified of follow-up interviews.***

***PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, citizenship, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.***