



Whiterock Conservancy ([www.whiterockconservancy.org](http://www.whiterockconservancy.org)), a 5,500-acre non-profit land trust located in Coon Rapids, Iowa, is seeking a part-time accountant.

### **Organizational Overview**

Whiterock was created in 2004 to steward a large, bio-diverse private land donation that includes seven square miles of land along both sides of the Middle Raccoon River as well as the historic Garst Farm visited by Soviet Premier Nikita Khrushchev during the Cold War. Whiterock's three main programs are: 1) environmental stewardship and restoration; 2) sustainable agriculture; and 3) low-impact public recreation, including lodging and camping.

### **To Apply**

Send your resume and a cover letter to Daniel Gudahl, Executive Director, at [dgudahl@whiterockconservancy.org](mailto:dgudahl@whiterockconservancy.org).

### **Job Title: Accountant**

Reports to: Executive Director

Status: Part-Time Hourly. Non-Exempt

Date: August 2019

### **PRINCIPAL ACCOUNTABILITIES:**

#### **Accounting**

##### **Management**

1. Monitor compliance with generally accepted accounting principles and maintain a documented system of accounting policies and procedures
2. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives

##### **Transactions**

1. Analyze daily banking transactions and journal entries
2. Ensure that accounts payable are paid in a timely manner
3. Ensure that all reasonable discounts are taken on accounts payable
4. Ensure that accounts receivable are collected promptly
5. Process payroll in a timely manner Prepare bi-weekly payroll checks and automatic deposits and complete regular payroll reconciliation. Pay all payroll related taxes.
6. Ensure that periodic bank reconciliations are completed
7. Reconcile sub-ledger accounts (such as inventory).
8. Ensure that required debt payments are made on a timely basis
9. Maintain the chart of accounts
10. Maintain an orderly accounting filing system
11. Maintain a system of controls over accounting transactions

12. Verify and reconcile contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
13. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
14. Tag and monitor fixed assets
15. Pay supplier invoices in a timely manner
16. Issue invoices to customers
17. Collect sales taxes from customers and remit them to the government
18. Record cash receipts
19. Maintain the petty cash fund

### **Reporting**

1. Issue timely and complete financial statements
2. Recommend benchmarks against which to measure the performance of company operations
3. Calculate and issue financial and operating metrics
4. Manage the production of the annual budget and forecasts
5. Provide advice and assistance and early warning of such problems as cash flow, cost over-runs, excessive charges, and potential penalties. Develop models to depict financial and related activities tailored for specific operations.
6. Provide for a system of management cost reports
7. Provide financial analyses as needed, in particular for capital investments and pricing decisions.
8. Work with the leadership team to produce a comprehensive organizational annual report

### **Compliance**

1. Coordinate the provision of information to external auditors for the annual audit
2. Comply with local, state, and federal government reporting requirements and tax filings

### **Additional Accountabilities:**

1. Track and monitor reimbursable expenditures for grant funded projects and submit reimbursement requests in a timely manner.

### **Data Management**

1. Work with the Development Director to continuously migrate guest data into donor management software for solicitations and marketing.

### **Special Projects**

1. Work with the Conservation Lands Manager and Farm Manager to link conservation and farming incomes and expenses to conservation outcomes and agricultural yields.