

**THE WILDLANDS CONSERVANCY
EXECUTIVE OFFICES**

Accounting Clerk

JOB DESCRIPTION

The primary role of the accounting clerk at The Wildlands Conservancy's Executive Office is to assist with various accounting, data entry, and clerical tasks. Ideal candidate will have the ability to work under minimal supervision and handle confidential information with discretion and diplomacy.

COMPANY

The Wildlands Conservancy (TWC) is a California nonprofit public benefit corporation, a private organization dedicated to preserving important American landscapes, and bringing people back to the land.

LOCATION

The Executive Offices located on the Oak Glen Preserve in Oak Glen, CA. See www.WildlandsConservancy.org for more information.

ESSENTIAL FUNCTIONS

Performs a variety of general accounting support tasks

Opens and distributes mail

Accounts Payable: Responsible for obtaining appropriate invoice approvals and budget coding; enters invoices into Intacct accounting software; prepares checks in accounting system; prepares for distribution; distributes accordingly

Assists with weekly cash management including collecting donations and entering data into Intacct.

Reconcile and make weekly bank deposits

Assists with employee credit card receipts and reconciliation

Maintains files and documentation thoroughly and accurately

Enters data into donor database prepares electronic reports, and spreadsheets as needed

Assists with property tax processing and audits

Checks completed work for errors

Represents TWC by effectively communicating internal and external information

Follows up on delegated assignments

Maintains confidentiality of all information pertaining to organization, personnel and research matters

Assists with other projects or assignments as needed

QUALIFICATIONS & SKILLS

- Must be at least 18 years of age.
- Knowledge of general accounting principles
- Minimum one year accounting clerk experience in a professional office setting
- Strong work ethic
- Experience using Intacct or eTapestry a plus
- Strong computer skills in Windows based PC applications (including Word, Excel, Word, PowerPoint), typing speed of 55 wpm
- Proficient in G Suite by Google Cloud (previously Google Apps)
- Attention to detail and accuracy
- Strong organizational and analytical skills
- Excellent communication and interpersonal skills. Ability to communicate information clearly (written and oral)
- Positive, upbeat and enthusiastic about working in a non-profit environment

Ability to:

- Demonstrate strong problem solving skills, including an ability to prioritize multiple responsibilities and projects while working with limited supervision
- Efficiently manage multiple priorities, projects, and deadlines
- Outstanding verbal and communication skills
- Demonstrate effective use of leadership and decision making techniques
- Work with minimal direct supervision
- Lift carry, pull and push a minimum of 30 pounds, bend, kneel, and perform routine walking. This position routinely uses standard office equipment such as computers, phone, photocopiers/scanners, and filing cabinets.

COMPENSATION - \$13.00/hr

Part-time, non-exempt, 24 hours per week, schedule is Tuesday, Thursday and Friday from 8am to 5pm.

BENEFIT SUMMARY

24 hours of annual paid sick leave

HOW TO APPLY

- E-mail resume and cover letter to jobs@twc-ca.org

DEADLINE TO APPLY: Position open until filled.

Equal Opportunity Employer

Appointment subject to passing pre-employment drug test, and submission of an acceptable DMV record.