



## **Job Announcement: Nonprofit Accountant**

Conservation Northwest has a 30-year track record of success protecting and connecting wildlands in Washington and British Columbia and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx and grizzly bears.

Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. Our approximately 20 staffers represent over 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes over ten thousand activists, supporters and online followers.

*Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace. Women, people of color, and LGBTQIA+ individuals are encouraged to apply.*

### **Position Summary**

The Nonprofit Accountant at Conservation Northwest is responsible for handling day-to-day bookkeeping of the organization. An essential part of this work is posting revenue to the QuickBooks accounting system. Tracking grants and posting grants and donations in and out of receivables accounts and restriction in QuickBooks is a key part of this work. The position is currently three quarters time and includes benefits. The position is based in our Seattle office.

### **Responsibilities**

- Post revenue to QuickBooks, including grants and donations
- Maintain receivable and restricted accounts
- Track grant activity and create reports for program staff
- Perform reconciliations of receivables and restricted revenue
- Generate reports in QuickBooks per the direction of the Accounting Manager
- Assist with audit preparation
- Enter and maintain budgets in QuickBooks
- Occasionally assist with A/P and payroll
- Other responsibilities as assigned by the Accounting Manager

### **Qualifications**

Minimum three years' experience bookkeeping with demonstrated expertise in not-for-profit accounting principles sufficient to perform the stated job responsibilities. Experience using QuickBooks (Desktop). Experience producing QB reports. Experience in tracking restricted funds and complex grant reporting across multiple programs. Demonstrated accuracy with details. Ability to successfully work as a team member as well as independently.



## **Hours and Compensation**

**Employment Type:** Three quarter time, exempt

**Compensation:** \$41,000-\$45,000 depending on experience. Benefits include medical/dental/vision insurance, Life insurance, Simple IRA, and a generous vacation package.

**Location:** Seattle, WA

Please send résumé and a one-page cover letter detailing your interest in this position with Conservation Northwest to Deborah Houseworth, Accounting Manager, at [HR@conservationnw.org](mailto:HR@conservationnw.org).

Applicants granted an in-person interview will be asked to provide professional references.

**Position is open until filled. Priority consideration given to applications received by May 17, 2019. Please no follow-up calls.**

*"Keeping the Northwest wild" since 1989, Conservation Northwest protects, connects, and restores wildlands and wildlife from the Washington Coast to the British Columbia Rockies.*

[www.conservationnw.org](http://www.conservationnw.org)

### **Web and email**

[conservationnw.org](http://conservationnw.org)  
[facebook.com/ConservationNW](https://facebook.com/ConservationNW)  
[info@conservationnw.org](mailto:info@conservationnw.org)

### **Seattle headquarters**

1829 10th Ave W, Suite B  
Seattle, WA 98119  
206.675.9747  
206.675.1007 (fax)