



Western Reserve Land Conservancy

land • people • community

JOB POSTING

ACCOUNTANT

Western Reserve Land Conservancy has an immediate opening for an Accountant. This full-time position reports to the Director of Finance and will be located at our Conservation Center in Moreland Hills, Ohio.

BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 20 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

POSITION SUMMARY

Reporting to the Director of Finance (“Director”), the Accountant will be responsible for the daily, monthly and annual accounting activities for the Land Conservancy. The Accountant will use Quick Books and other financial systems. While contract bookkeeping support will be utilized at times, the Accountant is expected to handle a number of bookkeeping activities at other times of the year. The Accountant will also collaborate with and support other departments and functions, including Land Protection, Thriving Communities, Development and Human Resources. This collaboration ranges from providing budgets, reports, etc. to managing certain systems and processes.

KEY AREAS OF RESPONSIBILITY

Accounting

- Handle accounts payable and receivables
 - Enter vendor bills and make payments
 - Manage monthly lease and rental payments
 - Enter gifts into Quick Books and reconcile gifts with Raiser’s Edge
 - Create invoices for services, etc. as requested
- Reconciliation of key balance sheet accounts, including bank accounts, loan accounts, receivables, payables and accruals
- Preparation of daily, weekly, monthly, quarterly and annual financial reports
- Perform financial analysis, including actual to budget comparisons and investigation into variances

- Support the Development team by creating budgets for foundation grants and providing reports as required
- Support the Project Management Team by producing project specific reports
- Support annual audit through preparation of supporting schedules and worksheets and field work support
- Support preparation of annual tax returns through preparation of supporting schedules and worksheets and providing general support
- Adhere to established internal control policies and procedures

Financial Management

- Attend Board Finance Committee, Audit Committee and Investment Committee meetings and take minutes
- Assist Director with annual financial audit
- Complete multi-year reports where appropriate

Other Responsibilities

- Process bi-monthly Land Conservancy payroll plus health savings and retirement plan accounts
- Process bi-weekly White North Stables payroll
- Manage new and terminated employee information in payroll, health plan and retirement plan systems
- Other duties as assigned by the Director of Finance

EDUCATION, EXPERIENCE AND CAPABILITIES

- Bachelors' degree in accounting, finance and/or business management
- At least 1 year of accounting experience in a business setting, preferably in a non-profit organization
- Strong working knowledge of Quick Books and Excel
- Strong detail orientation coupled with ability to review financial information and records
- Effective analytical skills
- Demonstrated ability to work collaboratively in a team setting
- Effective communication skills, both written and oral
- Commitment to Land Conservancy's mission

APPLICATION PROCESS

Interested individuals should send a resume and cover letter to Bob Kissling, Director of Human Resources, at rkissling@wrlandconservancy.org.

Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.