POSITION DESCRIPTION

Title: Accounting Manager

FLSA Status: Full Time (40hrs weekly) / Exempt / Salary

Reports to: CAO

Direct Reports: None – primary contact with co-employer

Location: Brighton, CO

Salary: up to $65,000 based on experience

Benefits: Eligible – paid time off, Simple IRA w/match, medical, dental & vision insurance

Purpose: The accounting manager will be responsible for oversight of all finance, accounting and reporting activities. Additionally, the accounting manager will handle HR reporting and duties serving as the primary contact with Peliton the organization's co-employer.

About the Organization:
Bird Conservancy of the Rockies (BCR) is a non-profit that is headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region. BCR conserves birds and their habitats through an integrated approach of Science, Education and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond. We are innovative leaders in bird monitoring, research and stewardship. We support a dedicated team of scientists, educators and biologists. We have an annual budget of nearly $5 million, which is primarily from federal/state grants and agreements. The organization will be celebrating 30 years of conservation and education efforts in 2018.

Essential Job Duties and Responsibilities:
- **Maintains** the general ledger for accurate and timely month/year end close and reporting
- **Ensures** compliance with local, state and federal government reporting requirements and tax filings
- **Manage** payroll and related benefits with co-employer
- **Manage** A/P ensuring vendor invoices and employee expense reports are properly approved, coded and paid timely.

Other Duties:
- Manage external audits: liaise with external auditors
- Work closely with Grant Manager to ensure compliance with reporting requirements
- Maintain cash position and requirements
- Other duties as assigned

Knowledge, Skills and Experience required (unless otherwise noted):
- Intermediate knowledge of NetSuite or similar accounting system
- Knowledge of finance, accounting, budgeting & cost control principles including Generally Accepted Account Principles (GAAP) and Uniform Guidance (UG)
- Knowledge of basic human resource administration and benefits administration
- Proficient in Microsoft Office
- Ability to work across an organization with very good communication skills
- Ability to quickly assimilate an understanding of business operations
- Five years of progressive experience in general ledger, financial statement preparation and reporting
- BS degree in Accounting or equivalent combination of education and experience in accounting or related discipline required.
- CPA or CPA candidate a plus

To Apply:
Send cover letter and resume to applicants@birdconservancy.org

No relocation funds available