



POSITION ANNOUNCEMENT: ACCOUNTING CLERK

Grand Canyon Conservancy's accounting team is looking for an Accounting Clerk for the South Rim Office location. The Accounting Clerk will report to the Operations Accountant and provides accurate and timely work for the processing of Accounts Payable vouchers along with other accounting department duties as assigned. The Accounting Clerk is part of a small collaborative team that works in a dynamic environment to support GCC's crucial mission.

PRIMARY RESPONSIBILITIES

The Accounting Clerk is primarily responsible for the timely processing of Accounts Payable vouchers, which includes the following work duties:

- Receive and organize incoming accounts payable documentation
- Coordinate and obtain approval from the originating GCC employee who is responsible for the receipt of the goods or services
- Become operationally familiar with the GCC Chart of Accounts so to be able to code and suggest the appropriate accounting code to fellow employees for the recording the expense or cost
- Organize vouchers in a way that supports the business purpose of the purchase
- Consult with Operations Accountant to resolve any issues or lack of documentation for a particular voucher
- Perform data entry into the accounting software to record the vouchers
- Perform check runs, ETF payment requests and credit card payments to disburse the funds to pay the vouchers
- Insure that vouchers are accurately filed for easy retrieval and work to support the creation of electronic copies of documents to support audits and inquiries
- Perform the processing of vouchers created in the Smart Data credit card business expense system
- Perform purchasing duties on behalf of the National Park Service as it relates to the Request for the Disbursement of Funds (RDF) process
- Perform other accounting tasks as assigned by the Accounting Manager
- Provide recommendations to improve accounting operations
- Participate in the cross-training of accounting work tasks with other staff members to improve the department's depth as determined by the Accounting Manager

MINIMUM QUALIFICATIONS

- Must be 18 years of age
- Possess a valid driver's license
- High School diploma
- Five years of experience working with an accounting department

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Associate's or Bachelor's degree desirable
- Any combination of education, experience, and training equivalent to the above minimum requirements
- Strong analytical skills
- Recognize and be responsive to the needs of all clients of the organization

- Effective communicator with strong oral and written skills
- A collaborative and flexible style, with a strong service mentality
- Personal qualities of integrity, credibility, and collegiality

WORKING CONDITIONS

- Primarily sedentary office work
- Long periods of time at a computer performing repetitive tasks such as data entry
- Ability to walk outdoors on occasion and travel to remote worksites

TOTAL COMPENSATION

This is a part-time, non-exempt, non-benefit eligible position located in the Grand Canyon National Park, Arizona. Salary is commensurate with experience. The position does not have housing available at the South Rim.

Grand Canyon Conservancy is an Equal Opportunity Employer