

## **POSITION ANNOUNCEMENT: ACCOUNTING MANAGER**

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Grand Canyon Conservancy (GCC) is seeking an Accounting Manager who will be responsible for assigned accounting operations of GCC, including the production of periodic financial reports, schedules, supporting analysis and the maintenance of accounting records. This position supports the application of internal controls to GCC business operations and transactions and is instrumental in ensuring that the Finance Department performs its required duties and tasks in a timely and scheduled basis in compliance with Generally Accepted Accounting Principles (GAAP). This position reports directly to the Chief Financial Officer.

### **PRIMARY RESPONSIBILITIES**

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Duties vary with the workload and could include, but are not limited to, the tasks listed below.

#### **Finance and Accounting**

- Support the Organization and the CFO to record transactions and prepare financial reports in compliance with GAAP
- Support and maintain a system of controls and segregation of duties over accounting transactions Ensure that GCC's operating bank account is reconciled daily during the business week
- Reconcile all Balance Sheet accounts and maintain detailed financial records to support account values
- Train and assist fellow employees with the accounting system
- Maintain the chart of accounts
- Maintain an orderly electronic accounting filing system
- Be proactive in researching, developing, collaborating and implementing electronic-based work processes for GCC's operations

#### **Financial Reporting and Analysis**

- Develop, create and automate financial statements, schedules, and analysis as assigned
- Analyze data to calculate and issue financial and operating metrics
- Calculate budget variances and assist the CFO to identify the causes of variances
- Provide financial analyses including, but not limited to, capital or operating system investments, pricing decisions, and contract negotiations
- Assist CFO in the preparation and reporting of annual and audit reports, annual budget and forecasts, Board of Director reports, presentations and analysis

#### **Payroll and Human Resources**

- Process bi-weekly payroll promptly and by State and Federal Labor laws
- Analyze, evaluate, and recommend time-saving procedures to improve the efficiency of the payroll process
- Serve as back-up to the HR Manager for new hire orientation and employee benefits
- Execute the accounting, updating, and funding of employee benefits

#### **Philanthropy Accounting**

- Keep up to date with GAAP and FASB standards regarding the accounting and reporting of philanthropic activities
- Maintain Philanthropy accounting records including, but not limited to, revenue recognition events, valuations, adjustments, and write-offs
- Monitor and ensure the accuracy of accounting between restricted and unrestricted funds.
- Account for and reconcile the investment and endowment fund activity
- Organize accounting results to reconcile activity with Philanthropy's database

## **MINIMUM QUALIFICATIONS**

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- Bachelor's degree in accounting or business administration
- A minimum of 10 years of progressively responsible experience in accounting and finance duties
- Demonstrated advanced knowledge of finance, accounting, budgeting, and cost control principles
- Or any combination of education, experience, and training equivalent to the above minimum requirements
- Must be 18 years of age and possess a valid driver's license

## **PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS**

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- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) desired
- Demonstrated knowledge of non-profit accounting, restricted funds, and retail operations
- Experience with automated financial and accounting reporting systems, preferably Microsoft Dynamics Great Plains, PayCom Payroll, and Counterpoint
- Advanced knowledge of Microsoft Excel Spreadsheets
- Knowledge of State and Federal financial regulations experience with 501(c)(3) requirements
- Ability to analyze financial data and prepare financial reports, statements, and projections
- Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product line profitability analysis
- Ability to work independently, manage tasks, and pay close attention to details
- Professional written and verbal communication and interpersonal skills
- Ability to participate in and facilitate group meetings
- Personal qualities of integrity, loyalty, and a desire to serve the public with an ability to self-direct necessary job activities
- Willingness to work a flexible schedule including periodic evenings or weekend travel

## **WORKING CONDITIONS**

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- This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks such as data entry
- Ability to walk outdoors up to 3 miles, periodically, to collect store deposits/donation boxes Ability to lift to 50 pounds on occasion

## **TOTAL COMPENSATION**

This is a full-time, exempt, benefit-eligible position located in Flagstaff, Arizona, with approximately 20% travel to Grand Canyon National Park. Salary is commensurate with experience.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefit package including medical, dental, vision and health savings account (HSA) plan, long-term disability and life insurance, a 401(a) retirement plan, a 403(b) group retirement plan, Canyon Experience Days, and discounts in our retail stores.

## **TO APPLY**

Please visit our website at <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.