

POSITION ANNOUNCEMENT: OPERATIONS ACCOUNTANT I

GCC is seeking an Operations Accountant I who will be responsible for assigned accounting operations of Grand Canyon Conservancy (GCC), including the processing of retail sales transactions, cash collections, and deposit management, work with Operations to support the retail, wholesale, web sales, and distribution center. This position supports the application of internal controls to GCC business operations and transactions. Instrumental in contributing and ensuring that the Finance Department performs its required duties and tasks in a timely and scheduled basis that comply with Generally Accepted Accounting Principles (GAAP). This position will report to the Chief Financial Officer.

PRIMARY RESPONSIBILITIES

Responsible for retail and warehouse operations accounting to ensure the proper and timely recording of transactions generated at GCC's retail locations in Grand Canyon National Park. Additionally, transactions generated by GCC's Website and Wholesale operation are included in the recording responsibilities. Duties include, but aren't limited to:

Sales Data Management

- Integration of Counter-Point transactional data into Dynamics including sales data, reconciliation of bank account to funds, and credit card reconciliation
- Reconciliation of all payments tendered
- Transaction error and exception research and solution
- Inventory control management
- Monthly Reconciliation between Counterpoint and DYN
- Generate and monitor full inventory report to include:
 - Month-end analysis
 - Daily close to matching field activity
 - Reconciliation
- Watch for obsolete and slow-moving inventory through analysis
- Year-end inventory observation management with Distribution Center and Retail locations
 - Coordinate observation with Audit Firm
- Provide item sales performance analysis to support the operations team

Monthly Retail Operations Reporting

- Close and approval of financial results with CFO and Controller
- Reconciling items identified
- Inventory adjustments
- Close Month with COO Approval
- Cash Over-Short
- Inventory adjustments
- Analyze and prepare any adjustments needed

Cash Operating Account Activity

- Reconciliation is done every month
- Executing and coordinating the completion of cash reconciliation
- Documenting CFO's review and approval of the month-end reconciliation

Philanthropy Cash & Credit Card Deposits

- Verification of proper coding with Senior Accountant
- Validate daily deposit to Operating Bank Account

Other Accounting Duties

- Field Institute accrual and revenue recognition
- Gift certificates
- Gift cards
- Other A/R reconciliation
- Support Operations Accountant II as needed

Key Competencies

- Dynamics task expertise
- Counterpoint expertise
- Excel spreadsheets
- Overall financial review
- Ensuring that transactions, approvals, and reports are well documented and filed
- Contributes to work process changes encouraged to improve accuracy and efficiency

MINIMUM QUALIFICATIONS

- Must be 18 years of age and possess a valid driver's license
- 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
- Operation of 10-key by touch
- Or any combination of education, experience, and training equivalent to the above minimum requirements

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Bachelor's degree in accounting or business administration preferred other degrees encourage
- A minimum of 10 years of progressively responsible experience in accounting duties
- Personal qualities of integrity, loyalty, and a desire to serve the public with an ability to self-direct necessary job activities
- Demonstrated knowledge of accounting cost control principles required
- Knowledge of nonprofit accounting and retail operations desired
- Knowledge of automated financial and accounting reporting systems – experience with Microsoft Dynamics GP, Counterpoint and Microsoft Excel strongly desired
- Fundamental knowledge of Excel Spreadsheets
- Ability to analyze financial data and prepare financial reports, statements, and projections
- Professional written and verbal communication and interpersonal skills
- Ability to participate in and facilitate group meetings
- Willingness to work a flexible schedule including periodic evenings or weekend travel

WORKING CONDITIONS

- This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks such as data entry
- Ability to walk outdoors periodically up to 3 miles 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 at Grand Canyon, South Rim. There is housing available for this position at the park for a nominal cost to the employee. Salary is commensurate with experience.

GCC provides a comprehensive benefits package. As a full-time employee, you will be eligible for a broad array of benefits 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.

Grand Canyon Conservancy is an Equal Opportunity Employer