



## **POSITION ANNOUNCEMENT: STAFF ACCOUNTANT**

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of the Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

Grand Canyon Conservancy (GCC) seeks a Staff Accountant. The Staff Accountant is responsible for assigned accounting operations of the Grand Canyon Conservancy (GCC), including processing retail sales transactions, cash collections, deposit management, and preparing and recording investment activities and payroll-related transactions. This position supports the application of internal controls to GCC business operations and transactions. The Staff Accountant is instrumental in ensuring that the Finance Department performs its required duties and tasks as scheduled and complies with Generally Accepted Accounting Principles (GAAP). This position reports to the Controller.

## **PRIMARY RESPONSIBILITIES**

Responsible for ensuring the proper and timely recording of transactions generated at GCC's retail locations in the Grand Canyon National Park, its website, and wholesale operations.

Duties include, but aren't limited to:

### **Sales Data Management**

- Integration of Point-of-Sale transactional data into the accounting system, 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
- Monthly Reconciliation between Point-of-Sale system and accounting system
- Generate and monitor full inventory report to include:
  - Month-end analysis
  - Daily close to matching field activity
  - Reconciliation
- Year-end inventory observation management with Distribution Center and Retail locations
- Provide item sales performance and forecast analysis to support the operations team

### **Monthly Retail Operations Reporting**

- Reconciling items identified
- Cash Over-Short adjustment
- Managing merchant services account
- Analyze, document, and prepare any adjustments needed

### **Cash Operating Account Activity**

- Daily cash reconciliation
- Executing and coordinating the completion of cash reconciliation

### **Philanthropy Cash & Credit Card Deposits**

- Verification of proper coding with Philanthropy
- Validating daily deposit to Operating Bank Account

**Investment**

- Preparing and recording monthly investment activities
- Monthly reconciliation between the investment statements and accounting system

**Fixed Asset**

- Managing fixed assets using accounting software
- Complete depreciation calculations using accounting software monthly
- Update fixed assets roll forward and reconciliation monthly

**Payroll**

- Process and post journal records for payroll and employee benefits
- Reviewing and reconciling invoices from the service provider and payroll record
- Reconciling payroll payable accounts

**Other Accounting Duties**

- Field Institute accrual and revenue recognition
- Gift certificates
- Gift cards
- Other A/R reconciliation
- Support Controller and CFO as needed
- Ad hoc reporting

**MINIMUM QUALIFICATIONS**

- Must be 18 years of age and possess a valid driver's license
- Bachelor's degree in accounting or finance
- A minimum of 4 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
- Demonstrated knowledge of accounting cost control principles required
- Personal qualities of integrity, loyalty, and a desire to serve others with an ability to self-direct necessary job activities

**PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS**

- A minimum of 7 years of progressively responsible experience in accounting duties
- Knowledge of nonprofit accounting and retail operations desired
- Knowledge of automated financial and accounting reporting systems
- Experience with Abila MIP, Counterpoint, and Microsoft Excel is 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

## GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the "awe" of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

## WORKING CONDITIONS

- This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks such as data entry

## TOTAL COMPENSATION

This is a full-time, exempt, benefit-eligible remote position. Salary is commensurate with experience.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, long-term disability, and life insurance, a 401(k)-retirement plan, Canyon Experience Days, and discounts in GCC retail stores and for Grand Canyon Conservancy Field Institute classes.

## HOW 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 the official nonprofit partner of Grand Canyon National Park.  
We are an Equal Opportunity Employer.**