



## POSITION ANNOUNCEMENT: ACCOUNTING SPECIALIST

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.

GCC is currently seeking an Accounting specialist who will be responsible for assigned accounting operations of the Grand Canyon Conservancy (GCC), including processing Accounts Payable transactions and other duties as required. The Accounting Specialist ensures GCC complies with IRS regulations regarding 1099 reporting and record keeping. This position supports the application of internal controls in GCC business operations and transactions. The Accounting Specialist is instrumental in contributing and ensuring that the Finance Department performs its required duties and tasks on a timely and scheduled basis that complies with Generally Accepted Accounting Principles (GAAP).

This is an Arizona-based, remote, non-exempt, full time, benefit-eligible position. This position reports to the Controller.

## PRIMARY RESPONSIBILITIES

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

### Accounts Payable

- Process Accounts Payable (AP) invoices as received weekly:
- Route invoices to the GCC employee responsible for the purchase for review and approval, follow up for the timely return of documentation
- Provide accurate record-keeping and document filing
- Review invoices for appropriate documentation before payment
- Check printing and electronic payment processing
- Post ACH payment activity to vendor accounts and general ledger
- Monitor the AP Aging report to ensure timely payments and the adjustment of discrepancies
- Provide vendor spend reporting
- Reconcile the AP Aging report to the General Ledger at month-end close
- Maintain a list of prepaid expenses and prepare entries
- At year-end, coordinate and issue 1099 documents and reports
- Maintain accurate and complete vendor files, including W-9 forms for all vendors
- Participate in annual audit, providing reports and supporting documents as requested
- Ad-hoc accounting projects

### Credit Card Processing

- Act as the primary point of contact for services to GCC personnel with credit cards and provide credit card support to GCC employees
- Ensure that credit card expense reporting occurs and is closed within five working days after the end of the previous month
- Manage and report on the Purchasing Card activity
- Maintain the record of issued cards
- Initiate the closing of credit cards as required

## Customer Service

- Act as the primary point of contact for GCC Staff for training and questions regarding invoicing software
- Provide timely communication with GCC Staff, GRCA Staff, and Vendors regarding payment and procedural questions

## MINIMUM QUALIFICATIONS

- Associate's degree in Accounting or equivalent two years experience in accounting
- Experience with spreadsheets, proprietary accounting software, and online platforms

## PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Personal qualities of integrity, loyalty, and a desire to serve the public with an ability to self-direct necessary job activities
- Previous accounts payable experience preferred
- Demonstrated knowledge of finance or accounting
- Professional written and verbal communication and interpersonal skills
- Understanding of basic principles of finance, accounting, and bookkeeping
- Superb time management skills, high degree of accuracy, and attention to detail
- Thorough knowledge of the accounts payable is necessary for the completion of responsibilities
- Strong operating knowledge of Microsoft Office products: Excel, Outlook, and Word
- Strong communication skills and customer service skills
- Thorough understanding of IRS regulations surrounding 1099 reporting for applicable vendor tax classifications and payment types.

## GCC CORE VALUES

GCC has identified four core values representing 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

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, Canyon Experience Days, employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability, and life insurance, employer-paid

401(k) retirement plan, and discounts in our retail stores and Grand Canyon Conservancy Field Institute offerings. The hiring salary range for the position is \$20 to \$22 per hour.

## 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.**