



National Association of Conservation Districts

Position Title: Staff Accountant

Position Description: The National Association of Conservation Districts (NACD) is seeking a Staff Accountant that will be responsible for managing general ledger accounting, financial reporting, grants management and auditing. This position will support NACD and the National Conservation Foundation. Reporting directly to the Director of Finance and Operations, the Staff Accountant will have the following duties:

Financial Management:

- Oversee and manage the general accounting functions, including, but not limited to accounts payable, accounts receivable and general ledger
- Prepare, review, and analyze monthly financial statements to ensure accuracy and completeness
- Support the Director of Finance and Operations with creating and updating weekly cash flow report for management
- Manage monthly accruals and journal entries and maintain asset and depreciation schedules
- Reconcile all bank and credit card accounts
- Coordinate with Membership Team to reconcile membership deposits

Grant Finance Related Duties:

- Support the grant processing and tracking of current agreements
- Support in the management of the GrantVantage System and accurately update database with quarterly expenditures

Audits & Compliance:

- Manage monthly and year-end closing activities and schedules to comply with independent auditor standards
- Plan and execute financial operations in accordance with NACD policies, establish operational procedures, and ensure that proper and accurate accounting records are maintained

This role will support the National Association of Conservation Districts at a 85% level and the National Conservation Foundation at a 15% level.

Other duties as assigned.



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Skills/Qualifications:

- 1-3 years of accounting experience
- B.A degree or equivalent work experience
- Experience with QuickBooks (desktop and online version) preferred but not required
- Proficient with Microsoft Excel and the ability to reconcile large transactional files (pivot tables and vlookup experience preferred)
- Ability to travel twice a year for NACD Annual and Summer Meeting

Location: This position is based out of the NACD's headquarters office in Washington, D.C. and reports to the Director of Finance and Operations. Currently, NACD is operating on a hybrid working schedule with requirements to be in the office a few days a week. NACD will establish the appropriate in-office schedule based on the organizational needs.

Salary range: \$55,000-\$65,000 per year

Benefits:

100% Employee only paid Health Dental, Vision, and Life insurance

Flexible schedule

Recognition of 13 paid federal holidays

Minimum of 2 weeks of vacation with increase every two years of employment

Two-week sick leave per year

Parental leave

403(b) up to 5%

Flexible spending account

Professional development assistance

To apply: Interested candidates please send a cover letter and resume to the attention of NACD HR with 'Staff Accountant' in the subject line to hr@nacdnet.org no later than **Friday, November 15, 2024**, to receive priority consideration.