



POSITION DESCRIPTION

Glacier National Park Conservancy provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Title: Accounting Assistant

Location: Columbia Falls and West Glacier, MT (office based)

Department: Administration

Classification: Full-time | Non Exempt | Benefits

Reports to: Director of Finance

Position Overview: The Accounting Assistant supports the Director of Finance and the Director of Park Stores by performing a variety of accounting duties. This position assists in managing the overall financial operations of the Conservancy, including accounts payable, accounts receivable, and financial reporting. Several aspects of this role are seasonal in nature, such as year-end reporting, the annual spring audit, the busy summer retail season, and fall budget preparation. This position will also cross-train to assist with other accounting duties as needed. By supporting various aspects of the financial operations, the Accounting Assistant plays an important role in furthering the Conservancy's mission to preserve and protect Glacier National Park for future generations.

Essential Functions (Major Duties or Responsibilities):

ACCOUNTS PAYABLE – 40%

- Receive retail inventory in Retail Pro (Point of Sales), resolve discrepancies, and match vendor invoices with receiving documents from the warehouse
- Process invoice verification, discrepancy resolution, coding, and data entry into QuickBooks
- Facilitate weekly payments of vendors, including verification of federal ID numbers
- Manage petty cash, including documentation and distribution

ACCOUNTS RECEIVABLE - 40%

- Reconcile retail sales reports with payments from credit card processor reports, initiate and process daily retail sales remit
- Reconcile and enter e-Commerce revenue in QuickBooks
- Assist in verifying and recording Raiser's Edge donation batches in QuickBooks
- Reconcile general ledger receivable accounts

FINANCIAL REPORTING ASSISTANCE – 10%

- Assist with year-end reporting, reconciliation, and audit preparation
- Assist with retail reporting
- Assist in reconciling accounts each month for period close
- Assist in digital records preparation and retention

OTHER DUTIES – 10%

- Assist Director of Finance and Director of Park Stores with special projects
- Cross-train with the Staff Accountant to assist with other duties as needed

Minimum Qualifications (Education and Experience): Degree in accounting or related field preferred. Minimum of 3 years bookkeeping experience as well as strong, proven daily operations skills. Candidates with comparable qualifications and work experience are encouraged to apply.

Knowledge, Skills and Abilities:

- Understanding of bookkeeping practices and procedures, including generally accepted accounting principles (GAAP)
- Ability to identify and resolve discrepancies in a timely manner
- Excellent organizational skills and attention to detail
- Excellent written and oral communication skills
- Experience with Excel required
- Experience with QuickBooks preferred
- Non-profit experience preferred

Special Requirements: Must be able to manage sensitive confidential data in a professional manner and in accordance with strict ethical standards.

Safety Information: Must have a valid driver's license

Physical and Environmental Demands: This position is scheduled for 40 hours per week and is typical of an office environment. Depending on the time of year, this position may be scheduled to work at either the West Glacier or Columbia Falls office.

OUR VALUES

The Glacier National Park Conservancy has adopted this statement as an expression of our shared values. Our values are the building blocks of our organizational culture, and they guide us in how we approach our work and interact with each other. Reflecting on our Values Statement will be an integral part of performance evaluation conversations.

Commitment

We are united and inspired by a passion for Glacier National Park. We are dedicated to serving Glacier's immediate and long-term needs.

Respect

We lead with kindness and regard for people and place. We celebrate each other's success and approach our work with integrity, care, and an open mind.

Inclusion

We embrace diverse viewpoints, backgrounds, and experiences. We listen and learn with intention to ensure all feel welcomed and valued.

Collaboration

We combine our individual skills and talents to form a dynamic team working toward a shared mission. We prioritize cooperating across departments and with our partners to increase impact.