



Job Announcement

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

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:

Accounts Payable

Process invoices in a timely manner, which includes receiving retail inventory, resolving discrepancies, entering data into QuickBooks, and sending payments to vendors.

Accounts Receivable

Reconcile and record retail sales and donations, and match reports with payments from credit card processor.

Financial Reporting Assistance

Assist with various financial reporting, including year-end, audit and budget preparation, and retail sales.



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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.

Preferred Experience and Skills:

- 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

Compensation:

The wage for the Accounting Assistant position is \$25.00 / hour. This is a full time position. The Conservancy offers a benefits package that includes support for health and dental insurance, paid personal and wellness time, and a Simple IRA retirement program.

Location:

This position is primarily office based and, depending on the time of year, works out of either our West Glacier or Columbia Falls office.

About Us:

As the official non-profit fundraising partner of Glacier National Park, the Conservancy provides funding for projects and programs that would not be possible without private support. We do this important work with a passionate team of 19 full-time co-workers, 35 seasonal co-workers, 24 volunteer board members, and a strong working relationship with our park partners.

To Apply:

Please email resume and cover letter to Renee Metcalf at renee@glacier.org

Applications will be reviewed starting on January 16.

For a complete position description, Visit glacier.org/about-us/employment/