

Accounting & Administrative Manager

A well-established, international non-profit organization, dedicated to wildlife conservation, is seeking an experienced Accounting and Administrative Manager to support our financial operations.

This position reports directly to the Executive Director. You will manage the organization's accounting systems, process bookkeeping and accounting transactions, generate financial reports and statements, coordinate audits, process and manage payroll, and manage all record keeping associated with non-profit grants, matching gifts, etc.

You will be responsible for upholding company financial policies in accordance with GAAP and work with the Executive Director to manage the organizational budget and assist with Board meeting presentations and office administration.

The ideal candidate will possess a strong sense of teamwork with ability to interact collaboratively, respectfully, and enthusiastically.

Requirements:

4+ years accounting or bookkeeping experience with a non-profit organization

Demonstrated organizational and time management skills, with the ability to multi-task in fast-paced, high-volume environment

Excellent attention to accuracy, including Strong analytical and creative problem solving skills

Excellent computer PC skills, including the experience with Microsoft Office Suite

Experience with donor database Donor Perfect or Raiser's Edge a significant plus

Proficient with QuickBooks Pro

Education:

Bachelor's Degree in accounting, finance or business administration or 5+ years equivalent working experience

Please submit your resumes to job@eqhrsolutions.com for consideration.

When submitting your resume, include in your cover letter:

1. What is your expected salary?
2. Do you have non-profit experience?
3. Do you have donor database experience like Donor Perfect or Raiser's Edge?

A background check will be required for the successful candidate