



## NATIVE CONSERVANCY

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### Bookkeeper

#### **Background:**

Native Conservancy, a non-governmental organization (NGO) based in Cordova, Alaska, was established in 2003 to empower Alaska Native peoples to permanently protect and preserve endangered habitats on their ancestral homelands. Native Conservancy exists to support resilient futures for Indigenous peoples by preserving, repatriating and restoring ancestral homelands, traditional food sources and subsistence practices to revitalize Native culture, habitat, health and spirituality.

#### **Job Description:**

Native Conservancy is seeking a Bookkeeper. The Bookkeeper role is responsible for providing a range of complex and confidential administrative assignments under the direction of the Director of Finance. An ideal candidate would be persistent, attentive, and flexible.

#### **Summary of Duties:**

- Entering checks and deposits
- Entering expenses
- Accounts payable/managing and paying bills
- Accounts receivable (donations, grants, invoices, etc)
- Reconciling bank statements monthly
- Payroll processing and payroll tax payments
- Coding and classing income.expense accounts to correct chart of accounts and programs based on appropriate accounting standards
- Ensuring financial statements are true and accurate for presentation
- Prepare monthly and/or quarterly year-to-date financial statements
- Maintain an organized and accurate accounting and grant record system
- Maintain an organized filing system
- Ensure all accounting records are transparent and accurate for the Board of Directors and leadership review
- Other duties as assigned by Leadership

#### **Required Qualifications:**

- Bachelor's degree in accounting or closely allied field.
- Accounting work experience may be substituted for education on a year-for-year basis.

#### **Additional Requirements:**

- Computer software skills, including the ability to use office software, such as databases, spreadsheets, and word processing
- Demonstrated working knowledge of policies and procedures in a complex organization
- Professional working experience in a non-profit organization
- Working knowledge of partnering organizations in Alaska

**Additional Information:**

This full time salaried position prefers applicants to live in the state of Alaska and have the ability to travel to Cordova, Alaska as needed. (Travel costs will be completely covered by Native Conservancy.) Remote work is available on a case by case basis.

Salary Range: \$50,000 - \$60,000 annually (DOE)

Benefits: Native Conservancy offers a benefits package which includes: paid leave; paid holidays, medical, dental, and vision insurance for employees and retirement reimbursement.

**Application Instructions:**

Applicants must provide both a resume and cover letter. Please send all inquiries to [jobs@nativeconservancy.org](mailto:jobs@nativeconservancy.org)

See [www.nativeconservancy.org](http://www.nativeconservancy.org) for more information.