



## Finance Associate (part-time)

**Position Type:** Part-time, Non-Exempt

**Pay Rate:** \$15.30 - \$17.00/hour DOE

**Benefits:** Flexible work schedule, casual attire, membership privileges, 403(b) plan

### Organization:

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. As a member of the Fontenelle Forest team, every employee helps us achieve our vision to be a national leader in environmental stewardship and education and the region's premier nature center.

### Job Description:

Fontenelle Forest seeks a Finance Associate to perform bookkeeping activities in a non-profit, computerized accounting system with multiple cost centers. The Finance Associate will assist in managing day-to-day accounts payable and receivable functions. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position. The ideal candidate is a skilled multi-tasker who excels at working independently and has an appreciation of nature and the willingness to support Fontenelle Forest's mission.

The position works 15-20 hours each week in a flexible work schedule. The Finance Associate reports to the Director of Finance and Administration.

### Essential Functions (90%):

- Accurately record daily financial transactions in accounting software tool. Prepare daily invoices for payment via check, bank bill-pay, or online payment (20%)
- Reconcile and record daily revenue activity as captured and reported using a comprehensive online revenue software tool (Blackbaud's Altru) (20%)
- Manage accounts receivable on a weekly basis including timely invoicing and collections (20%)
- Perform monthly reconciliations to ensure account accuracy (20%)
- Assist in the preparation of month end financial statements (10%)

### Nonessential Functions (10%):

- Maintain records for all finance and related activities including timely filing of all documents
- Record bi-weekly payroll entries and serve as back-up for payroll processing
- Position will become familiar with organization front and back office operations and be able to occasionally fill-in and assist as needed
- Assist in preparation for annual audit activities
- Contribute to team effort by completing assigned duties and performing other tasks as assigned



**Skills/Qualifications:**

- Solid understanding of bookkeeping and strong familiarity with non-profit accounting procedures and regulations
- High degree of accuracy and attention to detail
- Ability to effectively manage time and meet deadlines
- Ability to work independently and as a team member
- Excellent communication skills; able to communicate easily & effectively with various individuals
- Proficient in Microsoft Office and QuickBooks
- Appreciation of nature and willingness to support Fontenelle Forest's mission
- Ability to successfully pass background check

**Education/ Experience:**

- Associate degree in accounting, finance or business administration; or, completion of equivalent coursework required
- Minimum of two years' experience in bookkeeping; nonprofit experience preferred
- Preference given to candidates with QuickBooks experience

**Physical Demands:**

- Regularly works at a desk and must be able to remain in a stationary position 75% of the time.
- Constantly operates a computer and other office productivity machinery, such as a computer, calculator, copier and postage machine.
- Regularly accesses office machinery that requires the ability to traverse administrative spaces.

**To Apply:** Send resume or description of work history / related experience and 3 professional references to [info@fontenelleforest.org](mailto:info@fontenelleforest.org). Please reference "Finance Associate" in the subject line.

*Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.*

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