

## Accountant

<b>Location:</b>	Friday Harbor, WA
<b>Salary:</b>	\$60,000-\$80,000; dependent on years of experience and CPA designation
<b>Benefits:</b>	Health insurance, 3% matching IRA contributions in next calendar year, generous vacation, 12 days/year medical/family leave, 10 holidays/year
<b>Hours:</b>	40 hours/week exempt salaried position; general work hours Monday–Friday 8:30am-5:00pm. Remote work possible with 5-10 days per month required at the main office in Friday Harbor, WA
<b>Reports To:</b>	Director of Operations & Finance
<b>Deadline:</b>	Applications accepted until position filled. For first consideration, apply by January 19

### Summary

The San Juan Preservation Trust (SJPT) is seeking a staff Accountant to join our growing team. This position reports to the Director of Operations & Finance, partnering to ensure the financial operations of SJPT are accurate and efficient. The Accountant will serve as support staff, as needed, for the Board Finance Committee, which convenes regularly to review financials and provide guidance and oversight. The Accountant will work closely with the Executive Director to execute timely transactions and support financial analysis, management, and reporting, as well as collaborating closely with other SJPT administrative office staff, including the Office Manager, Bookkeeper, and Development Associate, to support the organization's day-to-day operations. These include bank reconciliations, accounts payable, accounts receivable, payroll, retirement fund contributions, investment fund monitoring, financial reporting, real estate transactions, tax preparation, and other financial duties. This position also supports preparation for SJPT's annual financial audit and annual budget process.

### Organizational Profile

The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of

Trustees and currently employs 13 full-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

### **Responsibilities**

- Ensure organization operates under best accounting practices/principles and laws
- Review and support accounts receivable and accounts payable processes, entry and reconciliation including direct contact with vendors and donors.
- Manage capitalization/depreciation and in-kind donation documentation and tracking
- Ensure complete accuracy of all data processed
- Manage payroll process to include payroll taxes and retirement fund deductions
- Review and process monthly staff reimbursements
- Manage property tax filings, L&I tax filings, and multiple state charitable trust renewals
- Manage investment account transactions and transaction data entry
- Manage transfers between investment and operational accounts
- Generate financial statements and financial performance reports (for internal use)
- Lead periodic accounting system reviews and maintenance
- Lead annual audit materials preparation and partner with auditor to produce records needed
- Lead annual compilation and tax filing preparation
- Support new real estate closing transactions and all property tax payments
- Manage digital and paper financial recordkeeping and retention
- Support annual budget preparation and budget vs. actuals reporting
- Document all financial processes in a finance manual to be kept up to date with changes

### **Knowledge, Critical Skills and Expertise**

- Efficient, organized, self-starting, innovative, and proactive
- Project management skills with dedication to driving projects and other assignments to completion
- Exceptional ability to manage multiple tasks and attention to detail
- Ability to work independently with confidential information
- Strong technological skills and ability to assess and troubleshoot IT issues

### **Required Qualifications**

- At least five years of accounting experience with current CPA designation
- At least five years of payroll processing experience
- Experience with investment account/endowment management
- Excellent communication skills (written and interpersonal)
- Knowledge and competence in Microsoft Office products (especially Outlook, Excel and PPT), QuickBooks Desktop for Nonprofits, and donor databases

Accountant Job Description

**Additional Qualifications**

- Ability to thrive within a small nonprofit office environment, collaborate in a team atmosphere, possess a strong belief in land conservation and a passion for protecting the San Juan Islands
- Supervisory/management experience or team leadership experience
- Experience in multiple accounting software programs
- Experience in research/implementation of new accounting software

**Location and Travel**

The demands of this position require that the candidate be in-person at the SJPT Friday Harbor office on average at least 5-10 days per month, schedule to be agreed upon in conjunction with the Director of Operations and Finance.

**How to Apply**

Send resume, cover letter, and how you learned about this position via email to: [jobs@sjpt.org](mailto:jobs@sjpt.org)

*We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.*

*All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.*