



GRAND TETON NATIONAL PARK
FOUNDATION

JOB DESCRIPTION

JOB TITLE: Accounting Director
SUPERVISOR: President & CEO and CFO Consultant
LOCATION: Jackson, Wyoming
WORK SCHEDULE: Full time, year-round (*in-person and potential for some remote work*)
SALARY RANGE: \$100,000 - \$125,000 commensurate with experience

POSITION OVERVIEW:

The Accounting Director plays a crucial role in managing the financial health of the organization and ensuring transparency, accuracy, and compliance in financial reporting and financial operations. It is a senior-level position that manages the activities for accounting, financial reporting, banking, and transaction processing. The Accounting Director is responsible for oversight of cash receipts, cash disbursements, cash management (inclusive of banking and reconciliation), and general ledger management. This person also oversees banking relationships, wires, ACH, lines of credit, and relevant treasury policies and procedures. Additionally, the Accounting Director assists with certain HR, IT, forecasting, investment, insurance, and compliance tasks, and assists with ad hoc projects. Upholding confidentiality and ethical standards are fundamental to this role.

CORE RESPONSIBILITIES:

Accounting Operations: *Manage day-to-day accounting operations, including accounts payable, accounts receivable, other assets, other liabilities, payroll processing, and all associated reconciliations. Assists in the direction and administration of the organization's financial operations. Responsibilities include:*

- Maintaining a complete and accurate set of financial records, ensuring compliance with GAAP; balancing general or subsidiary ledgers; and preparing reports to show receipts, expenditures, accounts receivable and payable, and various other pertinent items.
- Performing daily accounting operations; performing a variety of routine and non-routine clerical/accounting functions in accordance with standard procedures in the following areas: reconciling bank accounts, processing payments, and compiling monthly closings, annual reports, etc.
- Managing the accounts payable process to ensure vendors are paid timely and that internal approval documentation is completed, which includes: planning and scheduling accounts payable process; maintaining records of vendors and payables; overseeing the processing and verification of invoices, coding of expenses, and issuance of checks for payment; reviewing accounts payable register and other related accounting reports; and recommending changes in methods or procedures to improve the efficiency of the accounts payable process.
- Monitoring and maintaining accounts receivable within the established policies of the organization, which includes monitoring accounts receivable processes, calculations, and records; preparing periodic and special reports; balancing to pledge records; and recommending changes in methods or procedures to increase the efficiency of the accounts receivable process.



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- Overseeing financial aspects of grant and program management, including tracking expenditures, reporting, and ensuring funds are utilized according to grant and program requirements.

Audit Assistance: *Coordinate annual audits or reviews conducted by external auditors. Ensure compliance with regulatory requirements, accounting standards, and reporting guidelines.*

- Assisting in the audit process; coordinating the preparation and delivery of requested documents for audits; responding to inquiries from auditors; acting as primary liaison with auditors during testing; and being responsible for the implementation of agreed upon recommendations resulting from audit findings.

Financial Reporting: *Prepare accurate and timely financial reports, including the statement of financial position, statement of activities, cash flow statements, and other relevant financial reports.*

- Preparing the statement of financial position that shows the organization's assets, liabilities, and net assets at a specific point in time, providing a snapshot of its financial position.
- Preparing the statement of activities that presents the organization's revenues, expenses, gains, and losses over a specific period, showing its financial performance.
- Maintaining and managing the organizational functional expenses, including but not limited to, the employee functional expense worksheet.
- Managing internal controls and processes that ensure the accuracy and reliability of the financial reporting, this includes procedures for recording transactions, reconciling accounts, and safeguarding assets.

Board and Committee Reporting: *With CFO oversight, prepare financial reports and presentations for the Board of Directors, Finance Committee, and Audit Committee meetings.*

- Preparing quarterly internal financial statements and for CFO review and approval.
- Preparing or assisting in preparation of investment reports for CFO review and approval.
- With CFO oversight, organizing and preparing content for the Board and Committee meetings.
- Maintaining the Audit Committee charter matrix and monitoring compliance with matrix tasks.

Budgeting and Forecasting: *In collaboration with President, coordinate and manage the development, implementation, and monitoring of the organization's operating budget. Maintain the allocation of all organization funds.*

- Assist the President and CFO in the preparation and review of the operating budget.
- Assist project managers in development of program budgets and cash flow forecasts.
- Periodic review of expense accounts for all programs to ensure conformance to budgets and maintain records of actual program and operating expenditures for comparison with approved budgets.



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- Provide periodic financial reports and forecasts to support planning.

Cash Management: *Monitor cash flow and liquidity needs. Assist President, Treasurer, and CFO to optimize cash management and investment activities to maximize returns while ensuring liquidity.*

- Cash Forecasting: Responsible for developing cash flow forecasts to predict the timing and magnitude of cash inflows and outflows. This involves analyzing historical cash flows, considering upcoming expenditures and receipts, and factoring in other variables such as seasonality and timing of pledge payments.
- Cash Positioning: Monitor the cash position on a regular basis to ensure that it aligns with the forecasted cash flows and liquidity needs. Track incoming cash receipts, outgoing payments, and cash balances across various accounts and entities to identify possible cash shortages.
- Cash Pooling and Concentration: Implement strategies to consolidate cash balances from multiple accounts into centralized accounts. This allows for FDIC compliance over cash resources and enables more effective cash management and investment decisions.
- Short-Term Investing: Identify and utilize short-term investment vehicles such as money market funds, certificates of deposit (CDs), or Treasury bills to generate additional income while maintaining liquidity. Present investment options to Treasurer based liquidity requirements and yield considerations.
- Borrowing and Financing: Maintain short-term borrowing lines of credit to cover operational needs.
- Research and evaluate long-term borrowing options based on factors such as interest rates, repayment terms, and credit availability to minimize borrowing costs and manage liquidity risk.
- Risk Management: Identify and mitigate risks related to cash management activities, including liquidity risk, interest rate risk, counterparty risk, and fraud risk. Maintain internal controls and monitoring procedures to safeguard cash assets and ensure compliance with regulatory requirements.

Tax Compliance: *Ensure compliance with tax laws and regulations applicable to non-profit organizations. Ensure that the organization accurately calculates, reports, and remits taxes to the appropriate tax authorities in accordance with tax laws and regulations. Monitor key activities aimed at fulfilling tax obligations and minimizing the risk of non-compliance.*

- Maintaining accurate and organized financial records, including detailed records of income, expenses, assets, liabilities, and other financial transactions to support tax return preparation and audit.
- Assist CPA firm with preparation and review of the annual Federal Form 990.
- Manage non-profit registration with the various states' regulatory agencies.

Benefits and Payroll: *Assist in certain administrative Human Resources activities.*

- Benefits Administration: Assist in management of employee benefits programs, such as health insurance, retirement plans, and other fringe benefits. Oversee enrollment, respond to employee inquiries, and



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consult with benefit providers to ensure timely and accurate administration of benefits. Provide information to Board for executive compensation reviews.

- Payroll Administration: Maintaining payroll records, processing payroll, filing employment tax reports, filing compliance reports.

Systems, Policy, and Insurance: *In conjunction with project managers, Board committees, and other Foundation staff, assist in management of various aspects of IT systems, policy development, and insurance management.*

- Policy Development: Assist in the development, review, and implementation of relevant organizational policies and procedures as needed. This includes researching regulatory requirements, industry best practices, and internal needs to develop comprehensive policies that mitigate risks and ensure compliance.
- Insurance: In conjunction with others, assist in management of the organization's insurance programs, including property and casualty insurance, liability insurance, and employee benefits coverage. This involves evaluating insurance needs, negotiating insurance policies and premiums with brokers or carriers, and managing insurance claims and settlements. Submit insurance audits, and complete insurance renewal applications and forms.

Internal Controls: *Establish and maintain effective internal controls to safeguard assets, ensure compliance with regulations and policies, and mitigate financial risks.*

- Evaluating and enhancing accounting and internal control systems, which includes identifying opportunities and assisting in implementation of internal control enhancements; ensuring that policies and procedures are in place to provide reasonable assurance that the Foundation's assets are protected; coordinating and participating in activities related to internal controls documentation and testing.

Ad Hoc Projects: *Assist in special projects or initiatives as assigned by management and/or the Board of Directors to support organizational objectives.*

Ethical Standards and Confidentiality: *Uphold high ethical standards, confidentiality, and integrity in financial management practices, ensuring transparency and accountability in all financial transactions.*

QUALIFICATIONS / SKILLS:

- Demonstrated proficiency in financial reporting, accounts payable, payroll processing, reconciliation, and cash management
- Experience with Financial Edge, QuickBooks, or similar CRM
- Highly organized, efficient, strong attention to detail, problem solver, patient, and personable
- Proficient in Microsoft Office applications, comfortable and experienced working on a PC
- Donor confidentiality is imperative

TO APPLY: Please submit a resume and cover letter to: employment@gtnpf.org. Please include 'Accounting Director position' in the subject line when applying. Applications will be reviewed on a rolling basis or until the position is filled.

Grand Teton National Park Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.