

Accounting Associate

Job Announcement

Job Title

Accounting Associate

Department

Administration

Location

Washington, D.C.

Classification

Full-Time, Exempt

Employment Terms

At Will

Reporting to

Business Manager

Summary

The Accounting Associate provides timely and accurate processing of all day-to-day accounting operations and project accounting work.

Essential Functions

The following essential functions are representative for the Accounting Associate– including but not limited to:

- Oversee Accounts Receivable (A/R) and Accounts Payable (A/P) functions across the organization
- Assist Business Manager in providing accurate and timely outputs including, but not limited to: payroll processing, insurance claims, month-end closing, annual budget, annual audit, benefit renewals, etc.
- Oversee monthly credit card payments or refund for overpayments
- Notify other departments regarding revenue collection or refunds, review of payment support with internal departments
- Support Grant Administrator with contract and grant invoicing and running reports
- Conduct training on bookkeeping functions
- Assist in maintaining and tracking employee benefit accruals
- Conduct and manage monthly tree class allocation in geospatial database; assist in monthly tree reconciliation; creating export file for month-end accountant to upload into QuickBooks; assist in tree inventory tracking, etc.
- Generate internal invoices for Casey Tree Farm
- Assist with fee-for-service invoicing
- Support Human Resources activities including, but not limited to: conditional offers; onboarding; off boarding; benefit administration; and timesheet management

Secondary Functions

- Research and negotiate competitive prices with external vendors
- Research, develop and implement new processes and accounting systems
- Support the Administration Department with a variety of administrative tasks including, but not limited to: answering phones, greeting guests, etc.
- Maintain files in accordance with internal policies and laws
- Create training manuals/ reference guides
- Collaborate with other departments on various projects
- Perform other duties, as assigned

Competencies

- Financial Management
- Project Management
- Communication Proficiency
- Technical Capacity
- Collaboration Skills
- Ethical Conduct
- Customer/Client Focus

Position Type/Expected Hours of Work

This is a full-time, 40 hours per position. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local during the business day, although some out of the area travel and overnights may be expected.

Required Qualifications

- Bachelor's degree in related field
- 1-3 years of experience in a similar role
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills
- Proficient in QuickBooks
- Excellent written and verbal communication skills
- Thoughtful, organized, highly collaborative with great attention to detail
- Experience formulating and adhering to budgets
- Must be able to manage multiple activities simultaneously
- Must be able to establish, track, and meet deadlines, often under pressure

Preferred Qualifications

- Certified Public Accountant (CPA)
- Non-profit experience

Compensation

Excellent benefits including health, dental, vision, paid holidays, and paid time off.

What you will need to apply

Please enter **Accounting Associate** in the subject line of your message and email the following items to the Human Resources Generalist at jobs@caseytrees.org:

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

No telephone calls, please. Final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.

Who We Are

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.