Maine Audubon is a widely respected, statewide conservation organization with headquarters in Falmouth, Maine. Our mission is to conserve Maine’s wildlife and habitat through conservation, education, and advocacy. We are looking for an experienced accounting team member who is enthusiastic, highly motivated and dedicated supporting the organization and its mission.

POSITION SUMMARY
Working under the direction of the Director of Finance and Human Resources, and as part of a three person accounting team, the Accounting Associate is responsible for accounts payable, accounts receivable, preparation of bank deposits, and data entry. The position performs hands-on transaction level work and also serves as a backup support for staff and other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Process accounts payable including receipt of invoices, managing requests for payment, coding, and data entry.
• Maintain electronic filing system for accounts payable and vendor files.
• Ensure expenses are charged to the proper projects and accounts.
• Monitor cash flow and prepare checks for signature.
• Data entry and verification of coding for cash receipts.
• Coordination and review of cash receipts entries through Raiser’s Edge and Financial Edge.
• Maintain business credit card account and reconcile cardholder statements.
• Prepare monthly sales tax reports and filings.
• Prepare and make bank deposits.
• Participate in month end reconciliation processes.
• Assist with the annual budgeting process as needed.
• Produce reports as needed including 1099’s at year end.
• Support team with review of department work to ensure accuracy.
• Participate in annual audit.
• Support office in becoming paperless.
• Serve as backup to Maine Audubon Nature Store staff.
• Assist with special projects as requested.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)
• Bachelor’s degree in Accounting or in Business Administration or two years of progressively responsible related experience.
• Experience with A/R, A/P and computer systems & databases.
• Demonstrated discretion when dealing with confidential information.
• PC proficiency is essential (Windows environment). Strong working knowledge of Microsoft Excel is required.
• A working knowledge of Blackbaud software Raiser’s Edge or Financial Edge is strongly preferred.
• Strong attention to details and organization skills required.
• Excellent interpersonal skills, ability to communicate and manage well at all levels of the organization.
• Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
• High level of integrity and dependability with a strong sense of urgency and results-orientation.
• Non-profit accounting experience a plus.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

• Able to operate computers and other program equipment.
• Able to sit or stand at a desk for extended periods of time.

Timing, Pay, and Benefits

• hourly position
• 30 hours per week position (full time status)
• Flexible schedule available
• Full-time position – benefits include health insurance, dental insurance, short and long term disability, employer 403B retirement contribution, Personal, Sick, Vacation, and paid holidays, discount at our Nature Stores.

Salary Range: $18-20/hr depending on experience.

To Apply: Please send a cover letter and resume to Erin MacGregor-Forbes at emforbes@maineaudubon.org. We will review applications until July 30. Please also contact Erin MacGregor-Forbes if you are seeking an accommodation in the application process. We encourage you to apply even if you don’t meet 100% of the requirements but believe that you’d be great at this role.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.