



Staff Accountant

Falmouth, Maine

Maine Audubon is hiring a Staff Accountant to join its dynamic team based in Falmouth, ME. Since 1843, Maine Audubon has worked to conserve Maine wildlife and wildlife habitat by engaging people in education, conservation, and action. Maine Audubon has eight public centers and sanctuaries across the state, seven chapters, and more than 30,000 members, supporters, and volunteers, making it the oldest and largest Maine-based conservation organization.

Position Overview

We are seeking a Staff Accountant at our Gilsland Farm location in Falmouth. Our Staff Accountant reports to the Chief Finance and Administration Officer and is instrumental in managing core accounting functions, ensuring compliance with GAAP (Generally Accepted Accounting Principles), and supporting financial reporting processes.

The Staff Accountant will accurately maintain the integrity of our financial data, facilitating accurate month-end close activities, and contributing to the overall financial health of the organization.

The individual in this role performs hands-on transaction level work and also serves as a financial resource and support for staff and leadership team. This role offers an exciting opportunity for an individual who is passionate about accounting and eager to develop their skills within a collaborative environment.

Essential Duties and Responsibilities:

General

- Perform general ledger accounting, including journal entries, account analysis, and balance sheet reconciliations to ensure accuracy and completeness.
- Conduct monthly detailed account reconciliations for the general ledger, verifying debits & credits align with supporting documentation.
- Complete monthly reconciliations for grant/government agreements and donor restrictions, preparing release of restriction entries, and maintaining accurate balances.
- Manage accounts receivable processes ensuring timely payments and collections.
- Monitors monthly reports for consistency; research and resolve major discrepancies.
- Provides information to managers and directors to execute specialized reports, such as grant proposals, and funds utilization.
- Support special projects related to non-profit accounting as needed.
- Provides monthly financial reporting by project to budget managers and participates in quarterly meetings to discuss balances.
- Participates in preparing financial statements for the finance committee and others as necessary.

- Assist with year-end closing procedures, including financial statement preparation and audit support, in a timely manner.

Annual Budget

- Updates budget templates for budget managers to facilitate the annual budgeting process.
- Creates the upload file of annual budget details and imports into financial reporting software.
- Assists with the annual budgeting process as needed.

Other

- Participates in implementation of electronic filing systems and supports the office in moving towards a paperless environment.
- Serves as back-up to the Accounting Specialist and performs accounts payable and payroll processing in their absence.

Required Skills & Abilities:

- Ability to analyze complex accounting transactions and to develop relevant and realistic workflow systems to manage multiple streams of incoming data.
- Attention to details and organization skills required.
- Ability to perform detailed account reconciliation and balance sheet review efficiently.
- Effective communication skills for collaborating across departments and supporting audit processes.
- Excellent problem solving, 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 while providing excellent customer service to internal teams and external auditors.
- Demonstrated discretion when dealing with confidential information.
- Familiar with Generally Accepted Accounting Principles (GAAP).
- Non-profit accounting experience is strongly desired.
- Strong knowledge of accounting systems is essential and proficiency in Microsoft Office Suite, especially Excel for data analysis and spreadsheet management.
- Working knowledge of Blackbaud software products Financial Edge and Raisers Edge is a plus.

Education & Experience:

- Bachelor's degree in Accounting, Finance, or related field and three to five years of progressively responsible related experience.
- Experience with A/R, A/P, payroll and payroll taxes, financial reporting, and computer systems and databases.

Physical Requirements/ Working Conditions

- Primarily sedentary, office-based position with extended periods of computer use.
- Performs repetitive tasks such as typing and data entry.
- Occasional need to lift up to 10 lbs.

- Typical noise level is moderate.

Timing, Compensation, and Benefits

- This is a full-time, year-round position, working approximately 40 hours/week.
- Maine Audubon offers a full benefits package including paid health insurance, generous paid time off, and 4% contribution to retirement savings after meeting eligibility requirements.
- Pay range: \$28-\$33/hour

To apply: Please send resume and cover letter to thansen@maineaudubon.org, with “Staff Accountant” in the subject line. Review of applications will begin on Friday, August 21 and occur on a rolling basis until position is filled. We encourage you to apply even if you don’t meet 100% of the requirements but believe that you would be a good fit for this position.

Maine Audubon celebrates and embraces diversity and is committed to creating an inclusive environment for all team members as well as those who are considering joining our team. If you require an accommodation to participate in our application, interviewing, and hiring process, please contact Trish Hansen, Director of Human Resources, at thansen@maineaudubon.org or by calling 207-781-2330 ext. 246.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, HIV status, physical or mental disability, genetic information, familial status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.