

Assistant Controller

The National Park Foundation is seeking an Assistant Controller to assist the V.P. of Finance in establishing and maintaining financial policies, procedures, internal controls, financial records and reporting systems. Oversee production of periodic financial reports and analysis.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

You will be joining this growing organization at an exciting, pivotal, moment in the 50-year history of the National Park Foundation and the 100-year history of the National Park Service.

RESPONSIBILITIES AND DUTIES

- Work with Accounting Manager to assist with oversight over production of periodic financial closing and reporting to ensure results are released and reported by prescribed deadlines.
- Prepare and review journals, transactions, analysis and reconciliations collaboratively as part of the financial reporting team.
- Review and analyze closing processes and schedules to ensure they meet strategic requirements
- Review account reconciliations (balance sheet, bank rec, revenue, investment etc.)
- Lead and assist staff in improving effectiveness in processes.
- Review and analyze monthly financial statements and activities and consult with V.P. of Finance to identify and resolve discrepancies.
- Review investment, cash and other material or time sensitive transactions.
- Review quarterly program reporting to partners and ensure they are issued in a timely matter.
- Provide leadership on technical accounting issues.
- Provide ad hoc reports, analysis and reconciliations as assigned.
- Assist in budgeting, forecasting and analysis of financial results, collaborate with Finance management team as necessary to analyze revenue, expenses, other activities and metrics and presenting results to management, the Board and external entities.
- Ensure key monthly transactions (Interfund transfers etc.) are completed in timely matter.
- Assist in reviewing payroll processes, reporting and reconciliations.
- Oversee state fundraising registrations, sales and use tax and Charity Gift Annuity registrations, Work with consultants to ensure all registrations are current and updated. Oversee annual 990 filing. Provide "prepared by client" (PBC) schedules, work closely with outside tax preparers and reconcile book to tax variances.

- Work closely with V.P. of Finance on daily operations, projects as well as general support and department planning
- Serve as back up for certain roles, such as V.P. of Finance, Accounting Manager and Director of Accounting.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- CPA/CPA Candidate
- Strong experience with General Ledger, A/P workflow, A/R and ERP systems.
- Non-profit experience preferred.
- Bachelor's degree in accounting, business or finance plus 5 years of relevant experience.
- Minimum 5 years' experience with high proficiency in use of Great Plains, MS office and other business applications.
- Strong technical knowledge of accounting and related systems; non-profit organization experience preferred.
- Supervisory experience preferred.
- Demonstrated skills communicating with a variety of internal and external (e.g., vendor) audiences and stakeholders.
- Strong ability to analyze financial reports and statements.
- Demonstrated experience reconciling financial activity and bank statements.
- Excellent oral and written communication skills.
- Ability to maintain a positive attitude and meet deadlines.
- Excellent time management skills and attention to detail.
- Thorough knowledge of accounting practices and internal controls.
- Strong knowledge of general business practices.
- Ability to identify and solve problems or issues proactively and collaboratively
- Good organization skills and deadline-oriented, knowledgeable, possess the ability to multi-task and effectively communicate both verbally and in writing while adapting to a changing environment.

TO APPLY

- If you know you are the perfect candidate for this position, we want to hear from you. Please submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "Assistant Controller" in the subject line of the e-mail.

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.