

Accounts Payable Clerk Job Opening

Background:

Founded in 1991, the Western New York Land Conservancy is an accredited, regional not-for-profit land trust that permanently protects land with significant conservation values in Western New York for the benefit of present and future generations. We envision a future in which forests, farms, meadows, and waterways are connected, cherished, and protected in Western New York. Our clean air, clean water, and fertile soils will equitably support the health and wellbeing of future generations of every living thing.

Position Title: Accounts Payable Clerk
Employment Type: Non-exempt, hourly, part-time, 15-20 hours per week
Reports to: Director of Finance and Operations
Pay Rate: \$21 - \$24/hour
Location: Based in our East Aurora office with remote flexibility

Overview:

The Accounts Payable Clerk supports the Land Conservancy's financial operations by handling bookkeeping, supporting grants billing and administration and assisting with the monthly accounting closing process

Responsibilities:

Bookkeeping:

- Process all requests for payments ensuring appropriate authorizations on invoices/receipts. Review accounting codes to ensure expenses are allocated to correct funding source by grant and functional area. Input into banking and accounting software and print checks ensuring appropriate signatures are obtained
- Collect monthly reimbursement expense forms and review and issue payment to staff
- Ensure all new independent contractors have a W9 on file and issue annual 1099s
- Prepare monthly bank reconciliations
- Prepare monthly reconciliation between donor software (Blackbaud/ Raiser's Edge) and financial software (QuickBooks), and notifying Operations and Receivables Coordinator of changes that are needed
- Prepare scheduled and ad hoc journal entries

Grant Reporting:

- Maintain reporting deadline schedule in coordination with Development department
- Prepare backup for grant financial reports

Other:

- Maintain consolidated timesheet on a biweekly basis
- Process biweekly journal entries of payroll benefits related expenses
- Support the preparation of project balance reports and financial reports on a monthly basis as part of a regular monthly closing cycle
- Other financial duties as needed

Necessary Skills and Qualifications:

- 2-5 years of relevant work experience. Bachelor's or Associate's degree in Business, Finance, or related will be considered in lieu of several years of experience
- Basic knowledge of non-profit accounting, Accounts Payable, and General Ledger accounting experience
- Ability to manage multiple, simultaneous projects, and coordinate with numerous departments
- Strong written and oral communication skills
- Demonstrated proficiency with Microsoft Office and Google programs. Experience with donor management systems, Raiser's Edge, and QuickBooks preferred, or interest and ability in learning new software
- Positive outlook and willingness to work flexible hours on occasion
- Ability to work independently with a high level of accountability and attention to detail

To Apply:

Please submit a cover letter, resume and a list of 3 references with "Accounts Payable Clerk" in the subject jobs@wnylc.org. Applications are only accepted electronically. No phone calls please. The Land Conservancy is accepting applications until the position is filled. The Western New York Land Conservancy is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. People of color, women, LGBTQIA+ individuals, and people with disabilities are strongly encouraged to apply. You can learn more about us by visiting our website at: wnylc.org