



POSITION DESCRIPTION

POSITION TITLE:	Accounting Coordinator
SUPERVISOR:	Finance & Operations Director
TERMS:	Full-time, benefitted, hourly position at \$23.00-27.00/hour
LOCATION:	The position will be based in Durango, CO with hybrid work possible with work-from-home or Silverton, CO location after a training period

Mountain Studies Institute (MSI) is a 501 (c)(3) non-advocacy, mountain education and research center established in 2002 to develop the capacity of southwest Colorado mountain communities to thrive and live sustainably. MSI was created to increase knowledge of our unique mountain environments, deepen our understanding of the issues that affect them, and develop solutions for the benefit of our vibrant mountain communities. We build partnerships to steward natural and cultural values by engaging scientists, citizens, and land to innovate solutions through advancing research, promoting education, and developing best practices to put science into action. We are looking for candidates with the ambition and passion for mountains, nonprofits, and mission-driven work who are willing to help grow the institute and apply our mission for the betterment of the region and the world.

MSI is seeking an Accounting Coordinator responsible for assisting with general accounting duties, supporting project management, and helping with general administrative and operational tasks.

With the support of the Finance & Operations Director and another finance team staff member, the Accounting Coordinator will:

- Assist in upholding accurate, up-to-date accounting systems with robust checks and balances
- Accurately post Accounts Payable transactions and maintain vendor and subcontractor files
- Compile and enter payroll in coordination with a payroll firm and create payroll reports
- Perform human resource administration including onboarding, benefits tracking, and offboarding
- Support project billing and grant/project tracking, Manage purchase and travel request processes
- Balance and reconcile expense accounts and maintain records with supporting documents
- Compile, review, and submit 1099s
- Record donations in a donor database and assist with associated correspondence
- Assist the Finance & Operations Director with the annual budget, preparing for an annual financial audit, and with periodic federal indirect cost rate analysis
- Maintain volunteer applications and reporting
- Provide other executive officer support, office administration, and data entry duties as assigned

PERSONAL CHARACTERISTICS

The successful candidate will have experience in maintaining solid and accurate financial systems and a passion for facilitating organizational decision making and contributing to strategic goals. They will bring a proactive approach to working within the Finance Team and addressing organizational needs in a dynamic and growing organization. The successful candidate will be highly organized, detail-oriented, resourceful, and have a track record of taking initiative and following through on independent projects.



MINIMUM QUALIFICATIONS

- At least 2 years' experience with non-profit bookkeeping, payroll, and accounts payable
- Proficiency in QuickBooks Online Advanced
- Adept in various software (Microsoft Word, Excel, etc.)
- Well-organized and detail-oriented, with experience managing office systems
- Finely honed prioritization skills, with the flexibility to attend to occasional urgent requests for information and special projects
- Proactive approach to workflow, including an eye for improving processes and communication
- Adaptive communication skills to work with a wide variety of staff, vendors, and subcontractors
- Ability to adapt to changing job requirements

Note that experience includes lived experience, traditional knowledge, volunteer experience, school or coursework, work experience, and other related qualifications, skills, and experience. No candidate will meet every requirement. If you're excited about the position and think you may be a good candidate, we encourage you to apply.

PREFERRED QUALIFICATIONS

- Strong Google Sheets skills
- Experience with federal contracts and grant management
- Ability to manage collaborative processes and work with others effectively
- Experience with equipment management, fleet management, and recording depreciation
- Database management
- General familiarity with environmental science, research, and education work

EMPLOYMENT BENEFITS

This is a full-time, hourly position. Compensation is commensurate with experience and education. MSI offers a competitive benefits package including health, dental, and vision insurance; generous vacation, sick, and holiday pay; and a 403(b) retirement plan with match after one year of employment.

DIVERSITY MAKES US STRONGER

MSI aims to build a welcoming, inclusive team that is as diverse as the many mountain communities we serve. We seek a broad range of perspectives and backgrounds to achieve our mission and maintain an environment where all staff are valued and respected.

As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position. This policy applies to all aspects of one's employment, including hiring, transfer, promotion, compensation, benefits, and termination.

TO APPLY:

Electronic submittal only. Include: cover letter, resume, and three references attention Drew Rozean at apply@mountainstudies.org. Please submit all materials as one file with the title "Last Name_Accounting Coordinator." Applications will be reviewed on a rolling basis starting March 18,2024.

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