



1012 14th St NW, Suite 625, Washington, DC 20005

T: 202 234 2356 | F: 202 234 2358

info@amazonconservation.org

## Finance Associate Job Description

### **Organization**

Amazon Conservation's mission is to unite science, innovation, and community to protect the Amazon -the greatest wild forest on Earth.

As conservation pioneers since 1999, we have used science to guide our multi-pronged approach to environmental conservation and restoration in the western Amazon. Our founding program provided support for Brazil nut harvesters in Peru, as an incentive for protecting the forest. Since then, the organization has grown to protect over 9.3 million acres of rainforest, establish Peru's first conservation concession, host thousands of scientists and tourists at our three premier research stations, empower indigenous communities to develop forest-friendly livelihoods, and so much more. Our on-the-ground efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon forest meets the Andes mountain range in southeastern Peru and northern Bolivia. We have recently expanded our real-time satellite monitoring work to Ecuador, Colombia, Venezuela, and Brazil through local partnerships.

For more information, please visit [www.amazonconservation.org](http://www.amazonconservation.org).

### **Position Overview**

Amazon Conservation is looking for a Finance Associate to support the financial functions of our organization from our Washington, DC office. The position reports to the Finance Director and coordinates closely with staff in Peru and Bolivia as well as with DC staff.

This is an exciting opportunity for an experienced accountant to support Amazon Conservation in carrying out our new strategy to help us grow and achieve greater impact at scale in the Western Amazon.

The successful candidate will have a Bachelor's degree, at least 2 years of relevant work experience, and excellent oral, written, and organizational skills. Intermediate fluency in Spanish is required.

### **Responsibilities**

- Handle month-end closings including processing recurring entries, utilizing our Quickbooks for nonprofit accounting software.
- Handle data entry of monthly journal entries (AP, AR, GL).
- Ensure reconciliation and monitoring of accuracy of various balance sheet accounts, including cash and bank account reconciliations.
- Manage the active grants tracking document to update accounting system with expenses, releases and revenue recognition
- Enter and process vendor payments via Bill.com
- Review and coordinate completion of expense reports via our Tallie System
- Prepare schedules for annual audit
- Provide thorough, accurate and timely budget vs. actual reports for different projects
- Work closely with the programs team, communicating clearly and collaboratively to resolve financial issues, improve procedures and processes in a timely, accurate and effective manner.
- Ensure all accounting duties are completed in an effective, accurate and timely manner.

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- Proactively communicate status and flag relevant issues, suggesting improvements as possible.
- Participate in new system implementations as needed.
- Communicate effectively with team members in different countries in regards to financial/accounting matters
- Other duties and areas of responsibility as assigned.

### **Required Qualifications**

- Bachelor's degree in accounting or finance
- Minimum of 2 years of professional level experience in the non-profit accounting field (internships can be counted towards this requirement)
- Proficiency in Quickbooks or Quickbooks Online
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Highest ethical standards and values
- Attention to detail and follow through is a must
- Ability to prioritize, multi-task efficiently
- Ability to adapt and be flexible in a dynamic work environment.
- Self-starter
- *Intermediate proficiency in written and spoken Spanish required.*

**Please note that due to the current COVID-19 pandemic Amazon Conservation's staff has been working remotely and recently did a soft opening of our offices. This position will remain a hybrid position and the candidate must still be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office 1-3 times a week.**

### **To Apply**

Please submit your cover letter, resume, and a list of three references via email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) with the subject title "Finance Associate." Applications without a cover letter will NOT be processed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls, please. EOE.

Candidates are reviewed on a rolling basis. Position open until filled and is available immediately.