



ECOSTUDIES INSTITUTE

A nonprofit conservation organization
900 Jefferson St. SE., P.O. Box 1614
Olympia, WA 98501
305-213-8829 | ecostudies@ecoinst.org

POSITION DESCRIPTION

Title: Administrative Accountant
Reports to: Executive Director
Location: Olympia, Washington
Position: Full-time, exempt; salaried with benefits (health, dental, vision)
Salary: \$45,000 – 70,000 – Dependent on Experience
Application deadline: Open until filled

Ecostudies Institute is a 501(c)(3) scientific non-profit organization dedicated to the conservation of native species and their ecosystems. We achieve our mission through effective partnerships, sound scientific research, strategic land management and ecological restoration. At the core of our mission is a cooperative conservation model that strives to realize improved conservation outcomes by developing shared goals and vision through partnerships. These partnerships, in turn, encourage information transfer, advances in cutting edge restoration techniques, and the development of integrated range-wide conservation approaches.

Established in 2001, Ecostudies initially focused on bird conservation in Florida and the Pacific Northwest, establishing a strong foundation of successful conservation outcomes. In 2020, Ecostudies broadened its conservation capacity and vision to incorporate all facets of ecosystem restoration and species recovery and concentrates its efforts solely in the Pacific Northwest. Based in Olympia, Washington, the Ecostudies team currently numbers over 20 permanent and seasonal staff.

OVERVIEW SUMMARY:

Ecostudies Institute is looking for a detail-oriented individual with a combination of accounting, bookkeeping, grant management and other administrative skills. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Applicants should have experience with nonprofit management, a keen interest in conservation, and a desire to support regional conservation goals through effective and efficient program administration. The position serves as a critical interface between our Administrative functions and our on-the-ground Conservation efforts.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Accounting/Bookkeeping

- Ensure financial records and statements are in line with laws, regulations, and generally accepted accounting principles.
- Manage accounts payable and accounts receivable.

Conservation science, partnership, and practice

www.ecoinst.org



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- Analyze financial data and recommend ways to help the organization run proficiently.
- Summarize current financial status and prepare financial reports.
- Assist in the development of policies and procedures to serve as accounting controls.
- Enter and manage accounting transactions, including journal entries and account reconciliation.

Grant management

- Assist with pre- and post-award management for federal, state, and other grants.
- Support Principal Investigators in the development of grant proposal and other revenue generating activities.
- Assist Principal Investigators with the financial management of individual agreements, including billing, budget updates, and financial reports.
- Assist with developing indirect cost rate proposals and fringe benefit rates.

Administrative

- Coordinate and process payroll.
- Liaise with management and staff regarding administrative matters.
- Manage software licenses, including email, cloud storage, etc.
- Complete other duties as requested.

REQUIRED KNOWLEDGE AND SKILLS:

- Bachelor's or master's degree in accounting, business administration or finance.
- Non-profit experience.
- 5 years (Preferred) of experience in accounting/finance.
- Experience with financial reporting requirements.
- Familiarity with uniform cost principles and administrative requirements for federal awards (2 CFR § 200).
- Experience working with multiple legal entities under different legal umbrellas.
- Initiative, ability to meet deadlines, attention to detail, strong analytical skills, excellent communication skills, and be a quick and continuous learner.
- Ability to respectfully work within a collaborative context and achieve objectives through team efforts.
- Working knowledge of accounting software (QuickBooks) and other common software applications (e.g.; Word, Excel, Web browsers).
- Ability to manage time and diverse activities under deadlines while delivering quality results.



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WORKING CONDITIONS:

- This position is based in Olympia, WA; remote work may be an option, but ability to meet with staff in Olympia on a regular basis will be required.
- Work is performed in an office setting.
- Expected work schedule is >30 hours per week, Monday – Friday. Will be expected to adjust schedule as needed to meet business demands and deadlines.

TRAVEL REQUIREMENTS:

- Travel is not expected.

OTHER:

- Full vaccination for Covid-19 is required for employment at Ecostudies Institute.

HOW TO APPLY:

Qualified applicants should provide a detailed letter of interest, current résumé or curriculum vitae, and three professional references (names, affiliations, and contact information only). Application package should be combined into one file. All applications will be acknowledged.

Email these materials to: ecostudies@ecoinst.org, with **Administrative Accountant Application** in the subject line.

Ecostudies Institute is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Ecostudies Institute management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.