WORK WITH US
We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide. Today we
• Restore critically endangered species
• Research little-known species
• Train and support students
• Engage all ages with environmental education
• Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer.

The successful applicant will be required to complete a background screening before final offer of employment is made.

POSITION SUMMARY
The Director of Accounting and Human Resources serves as the financial and human resources lead of The Peregrine Fund. Monitoring and reporting on the financial health of the organization is a priority. She/he works with staff to ensure that both government regulations and internal policies and procedures are understood and followed. The Director reviews and approves all insurance policies and is the employee benefits administrator and the government grants administrator. She/he supervises Accounting/HR Manager, Accounting Technician and the Front Office Assistant.

ESSENTIAL FUNCTIONS
The Director of Accounting and Human Resources must have a strong understanding of non-profit financial regulations including GAAP as it relates to non-profit financial statements, IRS 990 reporting, government grant reporting, multi-state payroll and worker’s compensation regulations. She/he must ensure the organization complies with labor laws and regulations such as the EEOC, FLSA and ACA. She/he must be able to work with all staff members and highly adept at managing multiple priorities. She/he must be able to apply logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems. Must maintain confidentiality of sensitive information.

RESPONSIBILITIES AND SCOPE
• Supervise the Accounting/HR Manager, Accounting Technician and the Front Office Assistant
• Serve on budget committee, compile annual budget
• Review financial statements and identify material variances from budget
• Prepare monthly financial reports and graphs for management
- Close fiscal year financial records including adjusting entries
- Stay current with changes to Generally Accepted Accounting Principles (GAAP) as it applies to non-profit financial statements
- Prepare GAAP financial statements and work papers for annual audit
- Coordinate annual audit with CPAs
- Prepare annual IRS 990 and related schedules – stay current with related regulatory changes
- Assists Membership Director with annual state registrations
- Present financial information and proposed budget to Board of Directors
- Develop, implement, modify and document recordkeeping and accounting systems, making use of current technology
- Oversight on coding to ensure proper reporting of program expenses for government grant and other report or funding purposes
- Prepare or approve all journal entries
- Perform financial analysis and research as needed/directed
- Calculate fiscal year end forecasts and projections of revenue and expenses
- Prepare financial data for annual report
- Review and reconcile investment statements
- Oversee administration of government grants
- Serve as liaison with banks and financial institutions, keep signature cards up-to-date
- Monitor stock donation account, submit sell orders, request transfers to checking account
- Serve as retirement plan administrator for the 403(b) plan. Distribute required notices to employees, sign up new employees when eligible
- Serve on retirement plan committee (tasked with reviewing plan and investment options)
- Prepare annual 5500 return and 8955-SSA
- Review employee insurance benefit renewals annually and make recommendations for changes
- Maintain / Update Human Resource Information System
- Stay current on regulations affecting payroll/insurance/human resources issues.
- Maintain Employee Handbook
- Conduct investigations of misconduct and harassment as needed
- Review and negotiate all insurance policies (general liability, global liability, property, privacy/security, etc)
- Submit loss claims to insurance companies
- Maintain credit card records for the company VISA cards – apply for new employee cards, update limits, cancel cards when employees leave.
- Maintain contract and lease files. Participate in negotiations for new contracts when requested
- Other duties as assigned

MINIMUM QUALIFICATIONS
- Bachelor’s degree in Accounting or equivalent experience
- CPA license
- Five years relevant experience (non-profit preferred)
- Knowledge of Human Resources laws, regulations, and best practices
- Effective communication skills, including in person, on the telephone and written
- Experience using computer applications to manage large amounts of information
- Ability to learn new skills and adapt to changing situations

PREFERRED QUALIFICATIONS
- Government Grant Administration experience

WORKING CONDITIONS
The Accounting and Human Resources Manager works in an office located in Boise, Idaho; full-time Monday – Friday, some work-at-home/remote scheduling is possible. May require occasional travel to Board of Directors meetings.