



JOB TITLE	Nonprofit Accountant		
REPORTS TO	Director of Accounting		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

The Peregrine Fund protects the earth's 562 species of raptors, partnering with local people on five continents to inspire action and preserve essential habitat. Support comes from donors, corporations, and government grants. 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. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

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

POSITION SUMMARY

The Nonprofit Accountant serves as primary support to the Director of Accounting. Monitoring and reporting on the financial health of the organization is a priority. They work with team members to ensure that both government regulations and internal policies and procedures are understood and followed.

ESSENTIAL FUNCTIONS

The position provides a full knowledge of all accounting aspects of the organization. They must be able to work with all team members and be able to manage multiple priorities. The Nonprofit Accountant will be cross-trained to have functioning knowledge of the Director of Accounting and Staff Accountant's duties and responsibilities as well as have opportunities for growth and career development.

RESPONSIBILITIES AND SCOPE

- Work with Accounting team, including the Staff Accountant and Grants Administrator to learn essential functions of their responsibilities
- Assists in preparation of the annual budget
- Assists in preparation of financial statements and identify material variances from budget
- Prepare monthly financial reports and graphs
- Takes part in closing 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 workpapers for annual audit
- Participate in coordinating annual audit with CPAs
- Assist in preparing annual IRS 990 and related schedules – stay current with related regulatory changes
- Code all invoices/receipts to ensure proper reporting of program expenses for government grant and other report or funding purposes
- Track activity in international programs and make appropriate journal entries
- Perform financial analysis and research as needed / directed
- Review and reconcile endowment investment statements
- Assist in administering Government grants – including applications, salary allocations, billings and required reporting
- Initiate or approve international and domestic wire transfers
- Assist in preparing annual 5500 return and 8955-SSA
- Maintain contract and lease files.
- Maintain confidentiality of frequently sensitive information
- Serve as back-up to the Staff Accountant when they are absent.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting and/or equivalent experience
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Familiar with rules of Nonprofit Accounting
- 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

- Non-profit accounting & GAAP knowledge experience
- CPA license

WORKING CONDITIONS

Works in an office located in Boise, Idaho. The schedule is full-time Monday – Friday.

COMPENSATION

- Salary \$60,000

HOW TO APPLY

- Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Title "LastName_FirstName_Nonprofit Accountant" and include the job title you are applying for in the subject line.