**South Carolina Coastal Conservation League**

**Accountant**

**Description**

The Coastal Conservation League is a nonprofit conservation organization that works with communities, elected officials, businesses, and citizen groups to protect the natural landscapes, abundant wildlife, clean air and water, and quality of life along the South Carolina coast. We are a group of 36 passionate individuals and tackle issues such as flooding, offshore drilling, improving transportation, and smart growth along the coast of South Carolina. We have offices in Charleston, Georgetown, Beaufort, and Columbia as well as operating a food hub in the Charleston area called GrowFood Carolina.

The Coastal Conservation League is searching for a full-time accountant for the Charleston office who is analytically minded and has a fundamental understanding of accounting. The accountant applies principles of accounting to input and analyze financial information, prepare financial statements, and help monitor appropriate accounting control procedures. The accountant will also manage the audit and budget preparation processes.

The ideal candidate is highly self-motivated, professional, detail oriented, and capable of managing their workload and prioritizing tasks in a fast-paced conservation advocacy nonprofit organization. This position reports to the Chief Financial Officer.

**Principal Responsibilities and Duties**

* Maintaining the integrity of the accounting systems, policies, procedures, and reporting
* Preparing and/or reviewing the monthly reports and monthly journal entries to assure accuracy
* Creating grant budgets and reports
* Managing the annual audit process
* Managing the annual budgeting process
* Preparing audit documents as needed and interacting with the external auditors
* Reviewing and managing the flow of financial data from other systems
* Reviewing payroll data prior to submission to assure accuracy
* Reviewing accounts payable entries for correct amounts and accounting codes
* Performing maintenance and cleanup of the accounting databases as needed
* Completing month end bank and investment account reconciliations
* Providing financial reports or information as requested
* Supplying data for lobbying registrations and filings as necessary
* Working with the Chief Financial Officer on special projects, risk management, and best practices
* Attending committee and other meetings as requested by the Chief Financial Officer
* Performing other duties as assigned

**Competencies**

* Written and oral communication proficiency
* Attention to detail
* Highly motivated self-starter
* Organizational skills
* Strong analytical skills
* Working knowledge of Microsoft Office programs
* Ability to maintain confidentiality
* Ability to multi-task
* Ability to act in a professional and friendly manner
* Adaptable to changing priorities
* Ability to complete tasks individually and function as part of a team

**Required Education and Experience**

Bachelors’ degree in accounting or with the completion of at least two accounting courses

**Preferred Education and Experience**

Experience at a nonprofit organization

**To Apply**

Please send your resume and cover letter to jobs@scccl.org with “Accountant” in the subject line. **Only candidates who submit cover letters along with resumes will be considered for this position. The deadline for applying for this position is January 5, 2020.**