



## CATALINA ISLAND CONSERVANCY

*A responsible steward of its lands through a balance of conservation, education and recreation*

### JOB DESCRIPTION

**POSITION:** Senior Accountant

**REPORTS TO:** Controller

**STATUS:** Full-Time, Exempt

**UPDATED:** August 2022

**DEPT:** Accounting

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**FUNCTION:** This key role in the Accounting Department will report to the Controller and is responsible for maintaining the general ledger, ensuring accurate and timely month-end and year-end close, banking and investment needs, the annual audit and tax return, and other special projects and miscellaneous duties as assigned. They will perform complex accounting activities serving to enforce and monitor compliance with organization-wide accounting policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Makes recommendations based on analysis and status of reserves, assets and expenditures.
- Assists with financial and tax audits
- Documents and monitors internal controls in support of audit team
- Coordinates more complex accounting projects and initiatives with other members of the accounting and finance team
- Analyzes complex financial reports and records
- Reviews journal entries of other accounting team members to ensure accuracy
- Trains and mentors junior staff
- Performs account reconciliations
- Maintains the general ledger, prepares tax returns, assists with audit preparation, performs other accounting duties as assigned.
- Works on other projects as assigned by the CFO and Controller.

**Knowledge's & Skills (not sure these are needed to do the current work she is performing):**

- Highly detail-oriented and organized
- Ability to meet a constant stream of deadlines
- Proven ability to work both independently and collaboratively with different levels of employees
- Superior analytical and problem-solving skills
- Familiarity with accounting software

**QUALIFICATION REQUIREMENTS:****EDUCATION and/or EXPERIENCE:**

Bachelor's degree (BA/BS) in accounting or equivalent from a four-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience. Knowledge of accounting principles and experience is required.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret accounting data, accounting procedures as set by GAAP and FASB, or governmental regulations. Ability to effectively present information and respond to questions from managers and employees.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, fractions, proportions, ratios and percentages.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**COMPUTER SKILLS:** Advanced Excel skills. Experience with MIP fund accounting software, SAP Concur, FR50, and Siriusware highly or equivalent product highly desirable.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job.
- Work location has moderate noise levels and is a non-smoking environment.
- Most of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.
- Travel to the Long Beach or Avalon office on occasion is required.