HIGH LINE CANAL
CONSERVANCY

**Connecting Communities—Connecting Nature**
**from the foothills to the plains**

**Position**: Accounting and Systems Coordinator
**Reports to**: Chief Finance and Administration Officer
**Schedule**: 25 hours per week, flexible hybrid schedule
**Compensation**: $25-$30 per hour, generous PTO with sick, holiday, vacation and personal days, IRA retirement plan with Conservancy match after 1 year

**About the High Line Canal Conservancy**
An extraordinary feat of engineering now 140 years old, the 71-mile High Line Canal has outlived its historic function as an irrigation utility and has taken on new life as a recreational resource, wildlife corridor and green stormwater infrastructure. The High Line Canal Conservancy is a nonprofit organization with the mission to preserve, protect and enhance the High Line Canal in partnership with the public through stewardship, community engagement and collaboration with local agencies.

**Primary Responsibilities**
The Accounting and Systems Coordinator is responsible for maintaining accurate financial records and optimizing business systems. This role combines accounting expertise with technical proficiency to ensure efficient operations, accurate reporting and compliance with nonprofit regulations.

Accounts Payable:

- Serve as AP systems administrator (Ramp). Review workflow for proper approval process, verify accuracy, and ensure policies and procedures are followed.
- Receive and enter vendor invoices in Ramp, match invoices to approvals and supporting documentation, and prepare payment batches, and process approved payments.
- Ensure timely payment of vendor invoices and adherence to payment terms.
- Reconcile credit card transactions and integration with Ramp/QB Online.
- Maintain vendor records and ensure compliance with W-9 and 1099 reporting requirements.

Accounts Receivable:

- Complete bank deposits and process donations in accordance with gift entry policies.
- Generate and send donor/sponsor invoices as needed.
- Collaborate with the development team to ensure donor restrictions are coded correctly.
- Prepare monthly A/R aging reports.
- Conduct monthly reconciliation of QB Online and Raisers Edge.

Payroll and Benefits:

- Process bi-monthly payroll, including reviewing timesheets and payroll journals for accuracy, communicating with PEO.
- Distribute payroll reports to CFO.
- Prepare and review IRA contributions.
- Work with Staff on timely submission of time sheets and PTO.

General Accounting Support

- Assist with preparation of grant reports for reimbursement requests.
- Help develop and maintain financial policies and procedures that promote sound financial management practices and internal controls.
- Assist with preparation for the annual audit.
- Maintain certificates of insurance.

Office and Technology Management

- Serve as the point of contact for the organization's IT consultant.
- Oversee contracts and maintenance for the office printer, phone, and internet.
- Oversee management of office, including maintenance and supplies.
- Administer the organization's Sharepoint file system, ensuring logical folder structure and consistent naming conventions.
- Onboard new employees with technology systems.

Skills and Qualifications

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficient in QuickBooks and other financial tools.
- Knowledge of nonprofit accounting principles.
- High level of analytical thinking and problem-solving skills.
- Time management and prioritization abilities.
- High ethical standards and commitment to maintaining confidentiality.

**Application Instructions**
Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicant's interest in and qualifications for the position. Please send both documents as one PDF attachment in an email to employment@highlinecanal.org. No phone calls, please.

**Application Deadline: Open until filled**

*The Conservancy is dedicated to the principles of equal opportunity for all employees, applicants, volunteers, program and event participants, trail users and visitors, partners, and other organizational stakeholders. We prohibit unlawful discrimination and harassment based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, genetic information, native language, sexual orientation, transgender status, gender identity, gender expression, marital status, gender, veteran status, political service, and affiliation or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.*

*Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially*

*interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.