



Job Title: Accountant (Part-Time/Temporary) Position Description

The **Chesapeake Bay Trust (Trust)** seeks a qualified candidate to provide accounting services on a part time (20 hours/week), temporary basis through September 30, 2020. The position could potentially transition to a permanent position, but such a transition is not guaranteed.

About the Trust

Chesapeake Bay Trust is a private non-profit grant-making organization established by the Maryland General Assembly in 1985, dedicated to promoting public awareness and participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region. We currently administer \$10-12 million via approximately 400 awardees per year from approximately 30-40 different unrestricted and restricted sources, including federal, state, local, corporate, private foundation funding partners, individual donors, the Maryland's Treasure the Chesapeake license plate program, and the Chesapeake and Endangered Species Tax Check-off. Grants we award range from as small as a few hundred dollars to as large as \$200,000 for projects in the K-12 environmental education, on-the-ground restoration, restoration science, and community engagement realms. In the past decade, the Trust has increased its grant-making four-fold through new partnerships, with current annual grant-making of approximately \$10 million.

About the Position

The Trust seeks a strong Accountant to support the monthly accounting activities and year-end audit. The person in the position will be responsible for a number of activities including organization-wide accounting and audit support. The position reports to the Controller and will work with the Trust's current Senior Accountant, also a consultant, on a regular basis.

Position Responsibilities

Perform day-to-day accounting tasks:

- Prepare monthly journal entries, in accordance with GAAP
- Prepare all cash related entries and reconcile bank and investment accounts
- Update prepaid expenses schedule and record related entries
- Maintain fixed assets schedule and record related entries
- Record entries related to monthly payroll processing

- Run reports from accounting system to support program staff
- Prepare entries to record revenue from unrestricted sources
- Assist with accounts payable and accounts receivable, as needed
- Record quarter end accruals, as appropriate

Support year end audit tasks:

- Prepare schedules and run reports from accounting system, as required
- Retrieve documentation for testing as requested by auditors

Minimum Requirements

- Bachelor's degree in accounting, business administration, or related field (required)
- At least two years of direct experience in accounting/financial management (required)
- CPA (preferred)
- Knowledge of not-for-profit accounting practices and regulations, software, and fiscal reports (preferred)
- Excellent technical skills, including Accounting software, Excel, Word (required)

Ideal Personal Profile

- A person of high integrity, energy, and enthusiasm, self-directed and motivated.
- Willingness to work both independently and collaboratively as part of a team in a small office environment (or remotely until such time that the office is open).
- Excellent attention to detail and time-management skills, including ability to prioritize workflow.

Hourly Rate

The rate for this position is \$30-\$35 per hour.

How to apply

Please submit a resume and cover letter via email to shiggins@cbtrust.org and place “Accountant-Your Last Name” in the subject line of the email. The cover letter must address how your skills and experience are specifically relevant to the job description and duties of this specific opportunity, rather than serving simply as description of your previous positions or experience. Please explain why you are interested in this position specifically and what makes you a good fit. Applications will begin to be reviewed on 6/1/20, but the position will remain open until filled.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color.