

POSITION TITLE: Assistant Controller

About Island Conservation

Island Conservation is a Santa Cruz based international non-profit with offices in Chile, Ecuador, Australia, Canada and the Bahamas. IC has a staff of 35 employees and is growing. The mission of Island Conservation is to prevent extinctions by removing invasive species from islands.

POSITION OVERVIEW:

The Assistant Controller will join the central administrative team at Island Conservation, based in Santa Cruz, California.

The Assistant Controller will be responsible for all aspects of the revenue side of the income statement, including regulatory compliance, fund and contract accounting, audit supervision and cash management.

This position will report to the Chief Operating Officer.

Key attributes include;

- Experience and understanding of international non-profit finance,
- Demonstrated experience with US Federal grants and contracts, multilateral and bi-lateral funding sources
- Ability to design, implement and manage systems which are appropriately scaled to Island Conservation
- A strong commitment to Island Conservation's mission
- Impeccable integrity

RESPONSIBILITIES:

1. Fund Accounting

- a. Assure adherence to funder requirements
- b. Review and approve budgets for grants and contracts
- c. Generate timely, accurate financial reports for funding agencies

2. Revenue Reporting

- a. Track and record income

- b. Generate invoices for funding agencies
- c. Working with grant managers, schedule billings and meet billing obligations for funders
- d. Working with funders to assure prompt payment
- e. Generate revenue reports for internal and external use

3. Bank and Cash Management

- a. Reconcile bank accounts
- b. Manage bank transfers between Island Conservation operations
- c. Manage wire transfers to international recipients
- d. Manage relationships with banks.

4. Annual Audit

- a. Assure all records are audit ready.
- b. Manage the annual audit process

QUALIFICATIONS:

- Bachelor's degree in business, accounting or related field.
- Willingness and ability to work through peak activity periods, as required.
- Excellent written and spoken English language skills.
- Excellent organizational skill, the ability to both work independently and take direction from others, the ability to solve problems with limited supervision, and the ability to prioritize and meet deadlines.
- Minimum of 5 years non-profit bookkeeping/accounting experience.
- Experience with Federal and international funders such as USAID, NFWF, GEF and USFWS
- **Advanced** computer skills including in-depth experience with Quickbooks, Word, Excel, and Microsoft Office.

DESIRABLE QUALIFICATIONS

- Foreign language fluency (Spanish, French)
- Knowledge of complex environmental issues.
- Experience with multi-national, multi-lateral, multi-agency accounting issues

This is full time position, based in Santa Cruz California with full benefits. Salary will be commensurate with experience. Please respond with a cover letter and CV to: jobs@islandconservation.org No phone calls please.

Jonathan Steinberg

Accounting and Human Resources Manager

Island Conservation

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"Island Conservation is the world's most effective organization in terms of species saved from extinction per dollar spent."

Michael Soule, Cofounder, the Society for Conservation Biology