



POSITION ANNOUNCEMENT

Title: Accounting Manager – Finance & Administration Division
Reports To: Controller –Finance & Administration Division
Location: New York, NY

The **Rainforest Alliance** is an international nonprofit organization that works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behavior. Based in New York City, with offices throughout the United States and worldwide, the Rainforest Alliance works with people whose livelihoods depend on the land, helping them transform the way they grow food, harvest wood and host travelers.

Position Summary:

The Accounting Manager is a key member of the Finance & Accounting department. S/he manages accounts payable (A/P) and accounts receivable (A/R) areas and ensures timely and accurate processing of payments and invoices, and analyzes aging reports and other indicators. S/he works closely with the accounting (headquarters, regional and field office), finance, contract & grant administration teams. S/he also works closely with the Rainforest Alliance certification team and AG Traceability unit. S/he supervises two positions.

Responsibilities:

- Supervise A/P,A/R, ensure accuracy and timeliness;
- In close coordination with the Controller and Deputy Controller review and update on an ongoing basis A/P, A/R policies and procedures;
- Ensure and implement best practices;
- Improve internal and external client satisfaction;
- Work with Accounting, Grant & Contract Administration and Program Finance & Budget Managers to ensure timely invoicing of contracts and grants;
- Proactively communicate relevant information both internally and externally;
- Ensure accurate recording of funds received;
- Review and spot check outgoing disbursements (checks and wires);
- Ensure timely reporting of locally generated invoices in Solomon and reconcile to ensure accuracy;
- Resolve A/P, A/R specific issues;
- Work with regional and local accountants to strengthen field office A/P,A/R controls;
- Review and analyze pertinent general ledger accounts on a regular basis;
- Prepare and review of audit work papers and assist the Controller with the annual audit as needed;
- Oversee production of 1099's; and
- Other duties as assigned.

Qualifications:

- Bachelors degree in Accounting or Finance;
- 7-10 years relevant experience; non-profit sector experience a plus;
- Experience supervising/managing staff supervision experience in accounting or finance environment;
- Demonstrated proficiency with accounting system software, expertise in Excel and report writing software; Solomon experience a plus;
- Spanish language skills a plus;
- Effective oral and written communication skills; and
- Ability to work in a multicultural, diverse, and highly performance-driven environment.

Salary:

Commensurate with experience. Competitive benefits package provided.

To apply:

Send resume, cover letter and salary history to Human Resources, Rainforest Alliance, 665 Broadway, Suite 500, New York, NY 10012; Fax: 212-677-2187; E-mail: Personnel@ra.org. If emailing, use the following format in the subject line: first name and last name, job title of position you are applying for.

The Rainforest Alliance is an equal opportunity employer.