

# MN Staff Accountant - hybrid remote/in-office White Bear Lake

Regular Full-Time

Professional

White Bear Lake, MN, US

Requisition ID: 2578

**Salary Range:** \$55,000.00 To \$60,000.00 Annually

## PHEASANTS FOREVER & QUAIL FOREVER

*The Habitat Organization*

*JOB ANNOUNCEMENT*

## STAFF ACCOUNTANT

**Application Deadline:** Open until filled; application review will begin immediately.

**Anticipated Start Date:** November 2024 (Flexible)

### **Position Description:**

The Staff Accountant works closely with the other members of the Accounting Team to provide accurate and timely financial reporting in accordance with GAAP.

### **Organization Profile:**

As the leading nonprofit upland habitat conservation organization in the country, Pheasants Forever is dedicated to the conservation of pheasants, quail and other wildlife through habitat improvements, public awareness, education and land management policies and programs. Pheasants Forever is a 501(c)(3) organization with more than 730 chapters and 158,000 members across the country, and revenues exceeding \$130 million. The organization annually impacts more than 2 million acres of wildlife habitat.

**Location:** Hybrid – Combination of remote and in office at Pheasants Forever National Headquarters in White Bear Lake, MN

### **Key Responsibilities:**

- Assist in ensuring compliance with the organization's accounting policies and procedures as well as Generally Accepted Accounting Principles (GAAP).
- Assist with month end close, general ledger and subsidiary ledger reconciliations, and preparation of monthly financial statements.
- Prepare additional reconciliations, adjusting journal entries, and required documentation for annual audits.
- Perform monthly bank reconciliations.
- Support accounts payable and accounts receivable activities to ensure accuracy and timely resolution of discrepancies.
- Other duties and special projects as assigned.

**Required Knowledge, Skills and Abilities:**

The Staff Accountant must possess strong customer service skills and be capable of working with a diverse group of internal and external stakeholders. Candidate must be a problem-solver with the ability to work across organization functions. Specific requirements include:

- Bachelor's Degree in Accounting or related field required.
- Two years of general accounting experience preferred but not required.
- Not-for-profit accounting experience preferred but not required.
- Experience with MS Dynamics GP is desirable. Strong computer skills, including Microsoft Office Suite (Excel, Word), required.
- Strong commitment to the organization's mission.

**Salary:** \$55,000-\$60,000 DOE (benefit summary attached)

**To Apply:** ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please combine your cover letter, resume, desired salary, and 3 references into a single Word document or PDF file before clicking on the blue APPLY button at the bottom or upper right corner and uploading to the "Resume" area of your application. For a complete list of current job openings, visit our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) . If you have questions about this position, please contact Mike Prall, Accounting Manager, at 651-209-4961.

*Pheasants Forever, Inc is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*