

**PHEASANTS FOREVER & QUAIL FOREVER**  
*The Habitat Organization*  
**JOB ANNOUNCEMENT**

## **Accounting Clerk – Accounts Payable**

**Application Deadline:** Open until filled; applications will be reviewed in an ongoing basis.

**Anticipated Start Date:** August 2024.

**Position Description:**

The Accounting Clerk – Accounts Payable manages the accounts payable workflow and provides general accounting support within the Accounting Team.

**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 155,000 members across the country, and revenues exceeding \$100 million. The organization annually impacts more than 1 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:**

- Manage workflow of invoices, including entering, coding, routing and posting, through 3<sup>rd</sup>-party accounts payable software.
- Run payable aging reports and work with staff on issuing of weekly payments.
- Match and apply invoices to purchase order documents and work with merchandise department to resolve discrepancies.
- Manage vendor databases, including requests for new vendors.
- Research payment status inquiries and communicate to vendors and/or employees.
- Assist with month and year-end close and audit preparation.
- Willingness to accept additional general accounting responsibilities as role evolves.
- Other duties and special projects as assigned.

**Required Knowledge, Skills and Abilities:**

The Accounting Clerk – Accounts Payable 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 manage accounts payable and provide additional accounting support. Specific requirements include:

- Associate degree in accounting or related field required.
- 2+ years of accounts payable experience preferred.

- Experience with MS Dynamics GP and Ariett is desirable.
- Strong computer skills, including Microsoft Office Suite (Outlook, Excel, Word) required.
- Excellent customer service skills.
- Strong commitment to the organization's mission.

**Salary:** \$48,000 - \$53,000 depending on experience + benefits including 401k match (5%), Student Loan Assistance program up to \$200/month for eligible employees, PTO accrual of 15 days in first year for FT employees, 13 paid holidays, and more.

**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)

*Pheasants Forever, Inc and Quail Forever 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.*