

PHEASANTS FOREVER & QUAIL FOREVER
The Habitat Organization
JOB ANNOUNCEMENT

STAFF ACCOUNTANT
(GRANTS)

Overview:

The Staff Accountant works as a member of the organization's grants team to administer over \$60 million annually in local, state, and Federal grants. The position supports the organization's mission by linking core business functions to the organization's grant-funded projects.

The Staff Accountant is responsible for post-award grant administration and related project accounting. This position provides internal support and accounting functions to project managers for the organization's government grants and cooperative agreements.

Location:

Remote work opportunity with preference given to candidates in the Minneapolis/St. Paul area.

Primary Responsibilities:

- Track progress toward financial and performance goals. Analyze, interpret, and disseminate data to evaluate progress.
- Review, approve, and allocate expenditures to grant agreements and associated projects. Provide internal reports and guidance to project staff and management.
- Work closely with project staff and funding partners to prepare periodic reports.
- Gather financial information to prepare invoices and reimbursement requests.
- Reconcile project financial data to the organization's accounting systems.
- Assist others in the Grants and Accounting Departments with special projects, annual audit, and other duties as assigned.

Desired Knowledge Skills and Abilities:

- Familiarity with GAAP, financial operations, grant statutes and terminology
- Prioritize work to meet established deadlines
- Establish and maintain working relationships with staff and grant partners
- Attention to detail, organized, adaptable, teachable

Training and Experience Guideline:

Bachelor's degree in accounting preferred. Experience in project accounting, grant accounting, or government accounting preferred.

Salary: \$55,000 - \$62,000

APPLICATION REQUIREMENTS: Please combine your cover letter explaining why you would be a good fit for this position, along with your resume, and 3 references into a single Word 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/careers

If you have questions about the position, contact Joe Moore at jmoore@pheasantsforever.org or 651-209-4929.

Organizational Profile: Pheasants Forever is the nation's leading upland wildlife habitat conservation organization. The organization impacts more than 1.5 million acres of habitat annually. Our home office is in White Bear Lake (St Paul), Minnesota.

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.