

ASSOCIATION OF PARTNERS FOR PUBLIC LANDS (APPL)

FUNCTIONAL JOB TITLE: **Bookkeeper/Administrative Coordinator**
EXEMPT/NON-EXEMPT STATUS: Exempt

BRIEF DESCRIPTION: The APPL Bookkeeper/Administrative Coordinator handles all fiscal and accounting processes and coordinates office functions in a small-staff environment serving a large and complex network of not-for-profit partners to our nation's parks and public lands. Working as part of a team, the Bookkeeper/Administrative Coordinator assists in assuring that the Association's board of directors and staff receive the information and analyses to make informed decisions regarding the operations of the Association and that members and partners receive the highest quality information and service. Position reports to the Executive Director and is located in APPL's headquarters in Wheaton, MD, a suburb of Washington, DC.

ESSENTIAL FUNCTIONS:

1. Coordinates administrative functions, including, but not limited to coordinating contracts and purchasing; maintaining central files and business records; complying with insurance, tax, and legal requirements; and maintaining equipment and supplies.
2. Conducts financial bookkeeping, maintaining accurate financial data and producing monthly, quarterly, and annual financial reports. Conducts accounts payable, preparing checks for signature. Manages accounts receivable records, preparing invoices and making bank deposits. Monitors cash flow and compliance with investment policy. Prepares for and assists in annual financial audits, serving as primary contact for auditors.
3. Assists Executive Director with annual and long-range budgeting process, and prepares financial analysis information for the Board of Directors.
4. Works in cooperation with staff, contractor(s) and volunteers to ensure the financial and programmatic success of annual conventions, meetings, and fee-for-service training programs.
5. Oversees maintenance of office systems (hardware and software) including network and server, software packages, Internet and e-mail services. Secures maintenance services or works with external contractors as necessary to maintain and update equipment and office systems in accordance with technology plans.
6. Assists in database entry and management to ensure up-to-date information on APPL members, prospective members, vendors, and public lands agency partners. Extracts reports, mailing lists, and data analyses as needed.
7. Assists in development of online and print materials, reviewing draft and final copies, and serving as final proofreader for routine correspondence.
8. Arranges for meeting locations, meals, and travel at the request of the Executive Director to support the board of directors, committees, or the APPL Training Corps. Attends, supports, and reports at meetings as needed.
9. Provides administrative support to Executive Director, including preparation and packaging of communications, fund raising requests, fiscal, and logistical information. Supports other staff, including contractors, in gathering information, providing data, and preparing external communications.

10. Works as a team with other employees, performing other duties as required to accomplish the mission and goals of the Association.

REQUIRED EXPERIENCE, SKILLS AND CHARACTERISTICS

1. Minimum three years office experience in business or not-for-profit setting.
2. Knowledge of financial management, including general ledger, financial reporting, tax reporting requirements, accounts payable and receivable, purchasing, budgeting, and contracting.
3. Excellent communication skills, oral and written.
4. Ability to use, and enthusiasm to learn and manage, computer applications including accounting software (Quickbooks Pro), spreadsheet programs, word processing, database management, and desktop publishing in an IBM PC environment.
5. Motivated self-starter, able to work with minimum supervision and as part of a team.
6. Organizational skills, including problem solving, negotiating, attention to details, and ability to manage multiple priorities.
7. Ability to travel independently overnight for scheduled meetings/conferences and to represent the interests of APPL and its members.
8. Interest in and enthusiasm for our nation's parks and public lands.

EDUCATION REQUIREMENTS:

1. Minimum two-year college or business school associate's degree. Bachelor's degree from an accredited college or university preferred.
2. Courses or training in accounting and finance, computer applications, communications, and related fields.

WORKING CONDITIONS AND SAFETY HAZARDS:

1. Occasional overtime and weekend work required throughout the year.
2. Occasional travel required.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate employment at any time, for any reason.