



**Job Title:** Bookkeeping Associate  
**Salary Range:** \$36,000/yr (32/hours per week)  
**Location:** Hybrid – Downtown Durham 1 day weekly  
**Reports to:** Staff Accountant  
**Application Deadline:** Rolling Process - Vacant until Filled

### **About Triangle Land Conservancy**

TLC is an accredited and well-respected land trust, having protected over 24,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most staff are working remotely. This is an exciting time to work at TLC as we are seeing a dramatic increase in the use of our public nature preserves and growth in community support for our mission. TLC has doubled the pace of conservation in the Triangle and conserves at least 1,000 acres per year as outlined in our [Strategic Action Plan](#).

TLC seeks to attract candidates who support our [mission and values](#) as well as respect and promote excellence through diversity. To this end, TLC recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. To learn more about TLC, please visit our website [www.triangleland.org](http://www.triangleland.org).

We encourage applications from people who have a passion for the work outlined below, even if their professional experience does not align perfectly with the expectations listed. TLC has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

### **Position Summary**

The Bookkeeping Associate (BA) works out of the downtown Durham office a minimum of one day weekly and provides financial, administrative and clerical support by ensuring disbursements are completed and expenses are controlled by receiving payments, processing, verifying and reconciling bills according to established policies and procedures in an efficient, timely and accurate manner. Alongside the Staff Accountant, the BA provides month-end closing support to ensure timelines are met and financial statements can be generated on schedule. Processes payroll and manages W-2 and 1099 annual filings.

## **Key Responsibilities**

### **Accounts Payable**

#### **Cash Disbursements**

- Manage accounts payable processing and vendor relations including updates to profiles when required
- Charge expenses to cost centers by analyzing invoices and recording entries
- Pay vendors and monitor discount opportunities, request W-9s prior to payment, schedule and prepare checks for disbursement; via general journal resolve purchase order, contract, invoice or payment discrepancies; organize documentation; ensure credit(s) are received for outstanding memos, issue stop-payment requests, make purchase order amendments
- Maintain aging schedule and electronic bill filing system
- Manage and update sales tax exemption certificate for purchases
- Manage purchase order system, match purchase orders to invoices, route for approval when available
- Manage and resolve stale checks
- Manage business credit card program; enforce policy, communicate with staff, receive receipts, post transactions, create affidavits for missing receipts, e-file
- Maintain and manage entries for prepaid transactions, reconcile schedule
- Maintain updates in all technology systems: Sage Intacct, Concur Solutions
- Special projects as assigned

#### **Cash Receipts**

- Deposits physical checks weekly through in-house remote deposit scanner and will occasionally make larger deposits directly at the bank
- Special projects as assigned

#### **Month-End Closing Activities**

- Manage company business credit card program, reconcile monthly
- Reconcile unclassified expenses account
- Track, monitor, reconcile and book entries for CAPEX projects
- Special projects as assigned

#### **Policies & Procedures**

- Document, update and implement accounting control procedures with regards to cash disbursements (A/P) and business credit card processing
- Special projects as assigned

#### **Filing**

- Maintain financial databases and manual filing systems
- Store current and prior year documents, arrange for pick-up
- Special projects as assigned

### **Payroll**

- Process payroll monthly, manage payroll actions, posts payroll figures
- Manage staff reimbursements process

- Post benefits allocations monthly
- Resolve payroll issues with ADP Workforce Now
- Lead annual W-2 and MISC 1099 distribution
- Special projects as assigned

## **Audit**

- Support Staff Accountant through pre- and post-planning, testing and reporting phases of the annual independent audit
- Manage document uploads; review, discuss and address issues as they arise
- Update policy manual as it relates to cash disbursements or revised accounting and/or auditing standards
- Systematically implement audit recommendations to enhance day-to-day practices
- Special projects as assigned

## **Attributes, Expectations, Technical Skills and Competencies**

- One-year direct accounts payables experience; high school diploma or GED required
- Successfully completed college course(s) in accounting
- Experience with Sage Intacct accounting software or other accounting software desired
- Knowledge of general accepted accounting principles, documentation skills, research and resolution skills
- General math skills, ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division accurately
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs online and on the desktop
- High degree of accuracy, attention to detail, e-file and hardcopy filing
- Excellent data entry and data analysis skills
- Excellent analytical, problem solving and decision-making skills
- Effective verbal, listening and written communication skills, ability to interact with vendors and employees in a professional manner
- Effective organizational and time management skills
- Ability to demonstrate a sense of urgency and prioritize work effectively to meet deadlines
- Ability to work independently and as a team member

## **Schedule & Benefits**

This is a three-quarter time permanent and exempt position (32/hours per week) with one full workday onsite at our downtown Durham office. The work schedule for this position is either Monday- Thursday or Tuesday-Friday with at least one consistent day a week in the office.

In addition to salary, employees receive 100% employer-paid group medical and dental insurance with a Health Savings Account (HSA) or Flexible Spending Account (FSA), short-term and long-term disability insurance, term life insurance, and an Employee Assistance Program. TLC also offers a voluntary 403(b) retirement plan, an employer-paid Simplified Employee Plan (SEP).

Beyond standard benefits, employees receive funding and time off to participate in diversity, equity, and inclusion training and opportunities for individual professional development on an ongoing basis.

**How to apply**

Applications should be submitted via email as a single pdf to [hr@triangleland.org](mailto:hr@triangleland.org) with the subject line "Bookkeeping Associate\_LastName" and should include: 1) responses to the following application prompts, 2) maximum two-page resume, and 3) three professional references. References will not be contacted without notifying you first.

Application Prompts (500 total words or less):

- 1) Why does this position at TLC interest you?
- 2) Describe your accounts payable experience (i.e., paying a company/organization's bills)
- 3) Describe your experience and knowledge of generally accepted accounting principles and practices. Have you taken coursework, trainings and/or worked in the field?

**All applicants will receive a confirmation email. If you are selected to move forward, HR will contact you. Please no paper submissions, phone calls, or drop-ins for application status.**

Triangle Land Conservancy  
PO Box 1848  
Durham, NC 27702