



Cheetah Conservation Fund Financial Administrative Assistant

Cheetah Conservation Fund (CCF) is a United States not-for-profit organization dedicated to saving the endangered cheetah. Our mission is to be an internationally recognized center of excellence in research and education on cheetahs and their eco-systems, working with all stakeholders to achieve best practice in the conservation and management of the world's cheetahs. CCF's annual budget is \$4 million annually operating with a small US based staff.

Description: The Finance manager is a junior position responsible for managing the day-to-day accounting of the organization. Will consider part time or full time candidates. There is room for growth for the right candidate.

Reports to: Director of Operations

Responsibilities include (but are not limited to):

Finance and Accounting

- Responsible for the review and entry of receipts;
- Maintains and tracks restricted net assets and grant funds;
- Monitors and reports on cash position;
- Produce weekly and monthly financial reports, and other financials as needed;
- Invoice vendors as appropriate;
- Prepare accounting files for annual financial audit;
- Maintains a strong financial reporting structure including proper accounting policies, internal control procedures, and budgeting;
- Processes accounts receivable and accounts payable;
- Reconciles monthly bank statements;
- Prepares and makes bank deposits on a regular basis;
- Processes monthly payroll;
- Other accounting tasks as required.

Qualifications: The ideal candidate will have a Bachelor's degree and a minimum of 5 years experience using quickbooks or equivalent accounting software. Experience with budgeting and accounting are mandatory. An individual that is highly organized, never misses a deadline and produces regular reports to management is ideal for this position. The candidate must possess the ability to work well with minimal supervision.

Send cover letter and resume to Donations@cheetah.org