



Accountant

Location: Salina, KS

Department: Administration

Status: Exempt, Full-time, 40 hours per week

Reports to: Director of Administration

Position Overview: The accountant ensures the accurate and timely completion of financial statements, compiles all financial information, and maintains internal control compliance, bank reconciliations, grants coordination, and other tasks that keep the organization in compliance with GAAP and displays our commitment to strong fiscal management.

About the Organization: The Land Institute is a 501 (c)(3) nonprofit organization based in Salina, Kansas, that was founded in 1976. TLI currently operates on an annual budget of approximately five million dollars and has 35 employees. TLI is working on a solution to one of humankind's most critical challenges: how to produce food without destroying precious soil, water, and ecological resources. TLI's core activity is research to develop new agricultural systems that are inspired by nature's ecosystems. The organization facilitates the development of an array of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in diverse arrangements to meet human needs into the future.

The long-term, game-changing nature of our mission is both challenging and fulfilling. Our people reflect the values of the prairie: diverse and perennial. Our staff members have come from several continents to The Land Institute's modest home in Salina, Kansas to transform agriculture worldwide. For more information, please visit www.landinstitute.org.

Accounting Responsibilities

- Prepare financial statements, monthly closing, and cost accounting reports.
- Reconcile balance sheet accounts, bank statements, and other accounts.
- Monitor and review accounting and related system reports for accuracy and completeness. Recommend, develop, and maintain financial databases, computer software systems, and manual filing systems.
- Maintain the fixed asset inventory and depreciation schedules.
- Interact with external auditors in completing audits and ensuring completion of state and federal tax returns.
- Work with accounts payables/receivables to ensure proper coding of all transactions.
- Process ACH payments and incoming and outgoing wire transfers.
- Process sales tax for merchandise sales and complete quarterly reporting requirements.



- Establish, maintain, and coordinate internal controls and continuously look for improvements.
- Conduct physical inventory of assets and update records as needed.
- Monitor and ensure cash requirements are met for operational needs.
- Explain billing invoices and accounting policies to staff, vendors, and clients and resolve accounting discrepancies as needed.
- Assist with the annual budgeting process and provide suggestions.
- Additional duties as needed and deemed necessary.

Grant Responsibilities

- Monthly preparation of documentation, expense reports, and coordination of the administration process of the grant program.
- Preparation of monthly and/or quarterly reimbursement expenditure vouchers.
- Provide internal support with coordination of payments and administrative reports.
- Serve as a financial contact point for designated external collaborators.
- Prepare accurate and timely grant fund reports for management and program leads.
- Maintain, monitor, and review relevant grant data in the required city, state, and federal portal systems.

Supervisory Responsibilities

- The accountant will supervise and work closely with the accounting associate.

Qualifications

- Ensure the highest standards of integrity in financial reports, including compliance with GAAP, FASB, and other regulatory requirements.
- Proficient in Microsoft Word and Excel.
- Working knowledge of QuickBooks, Financial Edge, Raisers Edge or other accounting software.
- Strong knowledge of grant processing including federal, state, and local government laws and regulations regarding grant administration.
- Ability to work extended hours during close, audit periods, and other critical times.
- Ability to effectively handle multiple projects concurrently, work with interruptions, tight deadlines, and be self-reliant while maintaining a team environment
- Ability to commit to moving the mission of The Land Institute forward.

Education and Experience Requirements

- Bachelor's degree in accounting, CPA preferred or ability to obtain within two years.



- Minimum of five years of professional experience in fund accounting with grant management experience.
- Ability to maintain confidentiality of organizational information.

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and contact information for three references to careers@landinstitute.org. Review of applications will begin February 25, 2019. Position will remain open until filled.

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.