



POSITION DESCRIPTION

JOB TITLE:	Accounting Associate
SALARY RANGE:	Commensurate with experience
SUPERVISOR:	Accounting Manager, CRF™
Job Status:	Full-Time, Salaried, Exempt
SUBMISSION:	Email applications to: Samantha@coralrestoration.org

APPLICATION MATERIALS

1. Cover Letter that speaks to your interest in being a part of CRF™ conservation mission and what you can bring to this dynamic team (limit 1 page).
2. Resume presenting related experience concisely and directly addressing items in this position description (limit 2 pages).
3. Contact information and relationship to applicant for two references. Please note, if applicants are formerly associated with CRF™, references should come from outside the current CRF™ Team.

ABOUT CORAL RESTORATION FOUNDATION™

CRF™ is a United States (US) 501(c)3 tax-exempt non-profit ocean conservation organization. The core mission of CRF™ is to restore coral reefs, to educate others on the importance of our oceans, and to use science to further coral research and coral reef monitoring techniques.

CRF™ does not believe that the plight of coral reefs in the 21st century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of three core CRF™ programs: (1) restoration, (2) science, and (3) education.

Total CRF™ contributions and other financial support were approximately \$3.2 million in 2019, \$3.5 million in 2020, \$6.7 million in 2021, \$6.1 million in 2022, \$5.5 million in 2023, and \$7.9 million in 2024. This growth in public and private support is proportionately reflected in growing staff activities such as nursery maintenance, coral transplantation, data collection, boat and warehouse operations, contract negotiation and compliance, and other administrative activities. Funding has been a mix of public grants and foundation donations.

In recent years CRF™'s contributions to reef restoration have been acknowledged through numerous accolades and consistent media coverage.

CORE VALUES

The chosen candidate should embody the core values of CRF™. This includes the ability to be team-oriented, and able to work with a diverse group of staff, interns, volunteers, donors and community members.

CRF™ Values Statement: CRF™ is focused on creating a future where functional coral reefs are cornerstones of thriving coastal communities. CRF™ upholds scientific and ethical principles when setting and promoting global standards in practice, believing that the value of corals and reefs should be defined locally, not from global institutions with a one-size-fits-all approach. CRF™ promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us. We cultivate an immersive environment to develop employees, volunteers, and interns through mentorship. We act with honesty, respect, and integrity at all times as representatives of the organization.



ESSENTIAL FUNCTIONS

The Accounting Associate position is responsible for performing daily operational duties of not-for-profit accounting. Due to the nature and scope of his/her work, the Accounting Associate is a direct report of the Accounting Manager who has administrative and operational responsibility. The Associate will work closely with the Accounting Manager to maintain accuracy and efficiency. Broad responsibility is to support all areas of accounting with primary focus on areas such as Payables, Receivables, and General Accounting. Areas of focus are to be determined and adjusted as necessary to provide for cross-training yet protect internal controls as directed by the CFO. There is a heavy focus on Generally Accepted Accounting standards (GAAP) and OMB Uniform Guidance to maintain our standards of excellence and ethics.

The Accounting Associate's duties and efforts are part of a larger operational management plan maintained by the CFO. It is expected that the Accounting Associate will play a key role in developing and contributing to the strategy and implementation of this larger plan.

Job Responsibilities (including, but are limited to):

- **Accounting Operations**
 - Cash Management, Accounts Receivable and Cash Receipts
 - Vendor Management, Accounts Payable and Expense Reimbursements
 - Accounting for Giftshop, Point of Sale & Online Store
 - Produce and maintain procedures manual of respective tasks
 - Implement procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services
 - High attention to detail, outstanding organizational skills and the ability to manage time effectively
 - Work collaboratively across departments within the organization
 - Perform other duties as assigned

- **Support Role**
 - Timely Preparation of periodic and annual financial statements
 - Month-end closing and balance sheet reconciliations
 - Review monthly financial results and communicate with appropriate program staff the financial position of the program
 - American Express Monthly Statement
 - Prepare PBCs for Annual Financial Audit
 - Assist in gathering data for annual Form 990 tax filing
 - Work with CFO and Accounting Manager to design / implement Yearly Budget and Operating Plan
 - Assist in special projects for CFO & other departments as requested or directed



Required Skills, Knowledge and Personal Characteristics

- Completion or near completion of a Bachelor's Degree in Accounting or equivalent experience
- Minimum 2 years of broad experience in financial reporting for business organizations or non-profits
- Understanding of GAAP
- Working proficiency with automated accounting systems designed for small organizations, such as Quick Books or similar software
- Excellent oral and written communication skills
- Proficiency in Microsoft Excel and Word with a strong understanding of general computer and digital technology
- Proven ability to plan and manage projects to successful and timely completion
- Ability to read, analyze and interpret documents and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Agent of change – anxious to improve self, business process, data quality and business performance
- Agent of education – committed to an environment of continuous training and education of peers and self
- Deep integrity, with an unwavering commitment to ethical behavior
- Personable and team oriented

Desirable Skills and Knowledge

- Knowledge of non-profit accounting professional standards
- Understanding of Sox Compliance
- Experience in operating Quick Books accounting for non-profit organizations
- Proficiency in using data analysis tools in Excel and/or Access to run queries and identify data and information useful to managing the business
- Working knowledge of financial statement forecasting and operational budgeting

COMPLEXITY/PROBLEM SOLVING

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Solve routine problems independently and an understanding of when to escalate.
- Self-motivated: identify and implement changes and improvements to processes and procedures.

TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF operates with a modest staff of 30 people and relies on a robust educational intern program, seasonal employees as well as local volunteers to accomplish our mission and work effectively on the water. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means not only having the ability to work with your fellow staff members but also to be a positive example to our interns and



volunteers (both on the water and off). Interested candidates should be able to work well with and communicate with a diverse group of people including fellow staff, interns, volunteers, the public, donors and partners.

Interested candidates should be able to:

- Work with a diverse group of stakeholders, both in- and out-side the organization.
- Clearly articulate tasks by explanation and demonstration.
- Occasionally communicate with internal and external contacts to seek or convey information and coordinate arrangements.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.

WORKING CONDITIONS/PHYSICAL EFFORT

The position is office/clerical. While performing the duties of this job, the team member is regularly required to sit, talk and/or hear. They are frequently required to use finger and hand motions and occasionally required to stand, walk and reach with hands and arms. They must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. Team member primarily works in a normal office environment under moderate heat and noise levels. CRF requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.