



Current Position Title: Finance Associate
Job Status: Non-Exempt
Hourly Rate: \$25-30/hour, based on experience
Supervisor: Finance Director

Objective of Position: The Finance Associate supports the Finance Director in financial administrative systems, as outlined below. This position is a year-round, part-time position.

Financial: 90%

- Provide financial reconciliation support in coordination with the Finance Director, to include electronic filing and accounting systems, utilizing point-of-sale system reports
- Assist the Finance Director in end of month closing procedures
- Review and prepare purchase order invoices for payment in the financial accounting system
- Manage specific electronic and hard copy filing of financial documents
- Responsible for document retention schedule and filing, shredding as needed
- Coordinate accounting functions related to merchandise donation requests
- Support with end of year W-2 and 1099 tax reporting, and quarterly W-9 collection
- Other special financial assistance projects as assigned

Administrative and Operational Support: 10%

- Assist the Finance Director in comparing and reconciling inventory between point-of-sale system and financial accounting system
- Support the Executive Director and Finance Director in preparing for finance committee meetings and board of directors meetings
- Assist in the trailbox and donation box programs

Job Qualifications (Knowledge, Skills, and Abilities)

- Experience with finance accounting software, including QuickBooks
- General knowledge of Microsoft Office and Google Workspace; strong Microsoft Excel experience preferred
- Demonstrated experience illustrating attention to detail, data analytical skills, and critical thinking as it relates to financial systems
- Ability to communicate clearly and effectively, orally and in writing, work independently and prioritize assignments
- A clear understanding of and commitment to the principles of confidentiality
- Familiarity with retail point-of-sale systems preferred, including Lightspeed and Square

Licenses and Certificates

- Must possess and maintain a valid driver's license while employed
- May be required to complete a background check

Working Conditions and Physical Demands

- Must be willing to work a flexible schedule depending on GTA needs
- Position will be part-time, less than 30 hours per week

Location

- The Finance Associate will work from offices located in Grand Teton National Park in Moose, Wyoming. Periodic remote work is possible

Housing

- Employer provided rental housing available

To Apply:

- Please submit a resume and cover letter to careers@grandtetonassociation.org. Applications should include a resume and cover letter describing your qualifications and what you would bring to the role.