



One Hundred Miles is dedicated to preserving and protecting Georgia's 100-mile coast through advocacy, education, and community engagement. We are currently recruiting for a contract accountant to support our growing organization.

In this role, the contract accountant will work with senior leadership and oversee One Hundred Miles' day-to-day financial operations, including budgeting, auditing, reporting, forecasting, and compliance. This role manages and maintains QuickBooks, including accounts, payroll, and donations; processes accounts payable; and ensures internal operations are secure and adhere to accounting principles and local and federal tax regulations.

Position Responsibilities and Duties:

1. Financial Record Keeping
 - a. Maintain accurate and up-to-date financial records, including the organizational budget, granting and allocation programs, endowments, and any restricted grants or funds.
 - b. Ensure compliance with GAAP accounting principles and standards.
 - c. Implement and oversee internal controls for financial transactions.
 - d. Coordinate the preparation of OHM's annual audit and Form 990 and other financial reports in conjunction with the Board Finance Committee.

2. Budgeting and Financial Reporting
 - a. Develop and manage annual and five-year budgets.
 - b. Forecast future financial needs and trends.
 - c. Analyze and present financial information, including endowment financials, accurately and in a timely manner to leadership and board members.
 - d. Prepare and report monthly, quarterly, and annual financial statements.
 - e. Work with the VP of Philanthropy on grant reports as needed.

3. Accounts Management
 - a. Oversee and manage accounts payable and receivable processes.
 - b. Reconcile monthly bank and investment account statements and prepare financial reports.
 - c. Work with the President and CEO to manage cash flow and optimize working capital.

4. Donation Management
 - a. Process and record incoming donations.
 - b. Ensure proper allocation of restricted and unrestricted funds.
 - c. Partner with the fundraising team to ensure aligned donation tracking between QuickBooks and Salesforce (donation CRM).

5. Compliance and Accountability
 - a. Coordinate and lead the annual audit process with the external audit firm.
 - b. Gather and prepare necessary documentation and reports for the annual audit.
 - c. Work with senior leadership to implement recommendations from audit findings.
 - d. Ensure timely filing of tax returns and other required financial reports.
 - e. Stay up to date on relevant tax laws and regulations.

6. Financial software management
 - a. Maintain and optimize QuickBooks, including recommending improvements to accounting processes and software.
 - b. Ensure data integrity and security of financial information.
 - c. Process payroll, including working with the VP of Operations on benefit deductions, including 401(K) deductions, and staff paid time off.

Qualifications:

- Bachelor's degree in accounting or a related field.
- Required: Minimum of four years of experience in accounting, preferably non-profit accounting, including nonprofit fundraising accounting.
- Strong knowledge of GAAP accounting principles and practices.
- Demonstrated proficiency with QuickBooks, Excel, and excellent computer skills.
- Strong finance skills with attention to detail, organized, ability to follow through, and work independently.
- Excellent communication and relationship-building skills, with the ability to be flexible and work with diverse personalities and stakeholders.
- Proficient in budget development/management and financial analysis.
- Excellent verbal and written communication skills.
- Ability to make timely decisions and work effectively under pressure.
- Capable of exercising sound judgement and maintaining confidentiality.

This contract-based role may involve occasional travel to our Brunswick or Savannah, GA offices. We are seeking a candidate with a passion for the nonprofit sector and an appreciation for the Georgia Coast. Interested candidates should email a resume and cover (one combined PDF file is preferred) describing their qualifications and interest in the position to HR@onehundredmiles.org.

Submissions must have a cover letter to be considered. Due to the volume of applicants, only those who best match the position requirements will be contacted. EOE.