POSITION
Financial Specialist

Job Description:
The National Eagle Center is an at-will, equal opportunity employer. This is a full-time salaried position. The Financial Specialist manages and supports the National Eagle Center’s administrative, advancement, and financial systems by providing excellence service in accounting, bookkeeping, human resource, and recordkeeping policies and practices. This position is eligible for health benefits and ability to sign up for a SIMPLE IRA plan.

Reports to CEO

Qualifications:
- Minimum 18 years of age.
- Must have a valid United States driver's license and ability to drive and travel on an as needed basis.
- High school diploma or equivalent.
- Experience in QuickBooks accounting software preferred.
- Knowledge of current federal accounting standards required.
- Knowledge and/or experience in human resource systems and management preferred.
- Experience in development of financial policies and procedures a plus.
- Highly organized, strong attention to detail, and ability to handle confidential information in a professional and trustworthy manner.
- Familiarity and experience with CRM database highly preferred.
- Ability to handle diverse tasks and manage deadlines effectively.
- Desire to work in a collaborative team environment.
- Excellent customer service skills, experience preferred.
- Strong desire to support the mission and programs of the National Eagle Center.

Financial Management and Accountancy:
- Primary duties include accounts payable, accounts receivable, payroll, and reconciliation with fundraising and membership financial system.
- Development of financial policies and processes in accordance with all contemporary accepted standards; review and update annually.
- Work with CEO on budget development, expenditure management, and reporting.
- Work with contract accountant on reconciliations, annual audit, and other special projects.
- Serves as primary point of contact for annual audit and related functions.
- Develops reports for monthly Finance Committee; meets with Committee, its Chair, and CEO as needed.
- Develops reports for Board of Directors on a monthly and as needed basis.
- Maintain accurate and up to date financial records.
- Provide support for retail store regarding cash/credit reconciliations and daily deposits.
Organizational Administration and Support:
• Maintain and submit – as needed - corporate records including required city, state, federal filings, trademarks and other.
• Maintain accurate, complete employment records, required filings, vendor contracts and insurance records.
• Assist CEO with management of human resource and benefits systems and processes.
• Assist with oversight of administrative systems and coordinate contract assistance for office equipment including (but not exclusive to) phones, copier/scanner and IT.
• Support Advancement Department and Program Offices through crosstraining on donor database system, management of program reservation processes, reconciling financial and donor records, and generating reports.
• Support Visitor Services and other teams by cross-training in point-of-sale system management of related financial records.

Along with your resume and references please include a cover letter explaining your experience, why you are well suited for this position, and why you feel you would be an asset to the National Eagle Center.
Please submit applications to Annette Hedquist at annette@nationaleaglecenter.org.