



Job Title: Accounting Manager

Department: Accounting

Reports to: Head of Finance, Shared Services

FLSA Status: Exempt

Effective Date: January 20, 2023

The White Oak property is 17,000 acres of mixed forest and wetlands along the St. Mary's River in northeast Florida. The property is home to a number of separate and unique locations, including the White Oak Conservation center, a state-of-the-art scientific education and conservation center focused on saving and recovering populations of rare species, building assurance populations, researching animal health, convening experts, and educating the next generation of conservation experts.

Position Purpose:

The Accounting Manager ensures and provides well-organized and timely accounting oversight, reporting and support to the White Oak organization and ownership. This position also helps manage administrative needs associated with the accounting function.

Responsibilities and Tasks:

Accounting

- Oversight, coordination and evaluation of accounting/accounting services - accounting processes and procedures, analysis and reporting, with a focus on accuracy, efficiency and effectiveness.
- Oversee and manage accounting team and all aspects of accounts receivable and accounts payable.
- Evaluation and analysis of White Oak revenue generation and relevant processes including Point of Sale/retail, sales, projections, prepare monthly and quarterly revenue reports.
- Conduct budget planning and analysis in coordination with White Oak leaders.
- Generate and provide monthly and quarterly financial reports to White Oak leaders.
- Oversight of purchasing, vendor management, credit applications, annual 1099 renewal.
- Review and coordinate monthly Construction in Progress financial data and reporting.
- Oversee petty cash account, distribution, reconciliation, and reports.
- Oversee employee expense report process and re-imbursements.
- Oversee assigned financial and administrative components of White Oak Conservation Foundation.



Project Management

- Oversee financial administration of projects including budgets, vendor contracts, data recording, documentation, and reporting.
- Conduct financial analysis and due diligence with relevance to contracts, planning and accounting.
- Manage contractor documentation to ensure contractors provide required documents and meet all White Oak qualifications.

Administration

- Oversees administrative record-keeping; secures information by completing database backups.
- Protects operations by maintaining confidential information.
- Ensures historical reference by developing filing and retrieval systems.
- Inventory oversight and reporting: monthly food & beverage, gift shops, also housing/artifacts, vehicles, equipment/tools.
- Prepares annual property tax and TPP annual renewals and oversees payments.
- Coordinates vehicle and equipment purchases, registrations and title processes and renewals.
- Oversee and prepare insurance applications and renewals; receive and document correspondence.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.

Qualifications:

- Bachelor's degree in accounting, finance, or other related field
- Full comprehension of accounting processes and systems
- Excellent knowledge of the full Microsoft Office suite and specifically Excel database entry, management and reporting
- Experience managing and operating accounting systems, and Excel; experience with Quickbooks accounting software preferred
- Proven experience as an accounting manager
- Exemplary planning and time-management skills
- Ability to multi-task and prioritize
- Excellent verbal and written communication skills
- Flexible and adaptable
- Highly collaborative and team-oriented
- Passion for White Oak's mission and genuine appreciation for wildlife and conservation

The ideal team player will:

- be resilient, show initiative, and demonstrate a healthy commitment to going above and beyond;



- focus on team success and define success collaboratively versus individually;
- work with colleagues in mind, be a good listener, and be willing to seek information and assistance when necessary.

Special Working Conditions:

Must have valid drivers' license.

Location

The position will be based at the White Oak property in Yulee, Florida and will include opportunities for some degree of flexible scheduling.

To Apply:

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to careers@white-oak.org or apply through Indeed.com with the subject line 'Accounting Manager' and the file name: YOURLASTNAME_AcctManager_2023. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.

White Oak Conservation Holdings, LLC is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.