Carroll Petrie Foundation
Staff Accountant/Bookkeeper Position

Job Title: Staff Accountant or Bookkeeper
Location: Santa Fe, New Mexico
Reports to: Chief Financial Officer

The Carroll Petrie Foundation is a family foundation dedicated to the well-being of all animals and the natural world. The Foundation has an active and deeply engaged Board of Directors and an enthusiastic, dedicated staff of seven. The Foundation awarded approximately $12.5 million in grants in 2021.

The Foundation is seeking a smart, humble, and motivated individual to join the Foundation as Staff Accountant or Bookkeeper.

Job Summary
The newly created Staff Accountant/Bookkeeper position presents an exciting opportunity to work for a family foundation dedicated to animals and nature. The Staff Accountant/Bookkeeper will work closely with the Chief Financial Officer to manage day-to-day financial operations, including maintaining financial records and reports. He/she will assist the Chief Financial Officer with accounting and bookkeeping functions including, but not limited to payroll, benefits administration, accounts payable, grants payable, and general ledger entries in the Foundation’s accounting software. Additionally, he/she will be a pivotal member of the Foundation’s finance team, supporting the Foundation’s charitable mission and activities.

Key Responsibilities
- Maintain efficient and effective financial recordkeeping systems; set up new accounts, compile and analyze data to prepare entries to accounts, record transactions, complete journal entries, and track invoices and payments
- Review financial records, reconcile accounts, and investigate and correct any discrepancies in financial data and statements
- Assist with annual tax filings; ensure clean audits and compliance with federal, state, and organizational laws, regulations, guidelines, and best practices (i.e., tax laws and GAAP)
- Prepare financial statements and other reports as requested
- Assist the Chief Financial Officer as needed
- Other duties as assigned

Qualifications
- Three or more years of experience in accounting and/or bookkeeping
- Strong working knowledge of and ability to adhere to generally accepted accounting principles, including proficiency with accounting software (the Foundation uses Sage Intacct)
• Highly detail-oriented, excellent organizational skills, and an ability to maintain accuracy and precision while delivering on a high volume of tasks with quick timelines
• Excellent written and oral communication skills
• A committed team player with a willingness to help where needed
• The highest levels of personal and professional integrity
• Discreet, with a demonstrated ability to handle sensitive information effectively and confidentially; a willingness to protect the privacy of the directors and family members
• A positive attitude and a deep commitment to the Foundation’s mission

Salary and Benefits
The Foundation offers a competitive salary and benefits package, including a generous retirement plan and health insurance benefits. Salary will be commensurate with experience. This is a full-time position based in Santa Fe, New Mexico.

How to Apply
Applications will be held in the strictest confidence. To apply, please e-mail a resume and cover letter describing your interest and qualifications (in PDF format) to hiring@carrollpetrie.org. Please include “Staff Accountant/Bookkeeper - YOUR NAME” in the subject line. Applications will be accepted until the position is filled. Thank you in advance for your interest and work on this application!