



Ocean Research & Conservation Association (ORCA) is seeking to fill the full-time position of **Finance and Administrative Assistant**. ORCA is a 501(c)(3) located in Vero Beach, Florida. Our mission is to protect and restore aquatic ecosystems and the species they sustain through the development of innovative technologies and science-based conservation action.

QUALIFICATIONS

Candidates must possess an A.A. degree or higher in accounting or a business related degree. The candidate must have a minimum of two years experience in accounting or bookkeeping. Excellent writing, editing, verbal and written communication skills required. Strong ability to multi-task and think outside of the box, as well as excellent interpersonal skills and ability to work effectively both as member of a team and independently are essential. Experience with QuickBooks, working in Human Resources and with government grant and contract management a plus.

RESPONSIBILITIES

Administrative:

Answer phones, direct calls to appropriate parties and provide information to callers. File and retrieve company documents. Greet and assist visitors. Schedule appointments and travel arrangements. Compose and type correspondence. Check mail daily, accept and sign for package deliveries. Pick up packages at USPS if needed. Perform general office duties such as ordering office supplies and maintaining common areas and equipment. Liaison to utility and property vendors and order services when needed. Ability to handle sensitive and confidential information. Participate as needed in ORCA community outreach and fundraising events. Show initiative in seeking out other tasks and providing assistance to other team members.

Financial:

Assist in maintaining the financial records for the organization as well as specific programs and projects to include insuring compliance with federal, state, and company policies and procedures. Classify and record accounts receivable and accounts payable. Enter monthly, quarterly and yearly journal entries. Calculate and prepare checks for utilities, reimbursements and other payments. Maintain records of corporate assets and liabilities to allow for accurate balance sheet statements. Assist in timely year-end closing of financials for CPA's preparation of tax returns and in collection of audit documentation requests. Assist in the preparation of monthly, quarterly and yearly invoicing for contract services. Negotiate, manage and maintain contracts with insurance companies other agencies. Perform routine inventory count. Enter and reconcile bi-weekly payroll and PTO.

Other duties as assigned.

Position is eligible for:

Medical, Dental and Vision
401k with company matching
Paid Holiday and PTO

To apply, please email a cover letter, resume, and a list of three professional references to Angela Schinske at aschinske@teamorca.org.