
Accountant

The Jones Center at Ichauway invites applications for the Accountant position. A private operating foundation, Ichauway, Inc., does business as The Jones Center at Ichauway. Ichauway was Robert Woodruff's 29,000-acre hunting property in Baker County, Georgia. In 1991, trustees of the Robert W. Woodruff Foundation created Ichauway, Inc., and the Jones Center to study the science of natural resource management. Today, the Jones Center has more than 85 permanent full-time employees working to better understand the southeastern coastal plain's woods, water, and wildlife ecosystems. Further information can be found on the Jones Center's website: www.jonesctr.org

The Woodruff Foundation is the Jones Center's primary funder. Ichauway, Inc. and the Woodruff Foundation are governed by independent but identical boards of five elected trustees.

Job Description: The Accountant is responsible for assisting the Business Administrator with the financial operations of the Jones Center at Ichauway (the Center) to reflect the Center's financial position accurately. This role will assist the Business Administrator in the center's daily accounting functions, with significant emphasis on maintaining accounting records and managing external grants. The Accountant reports to the Business Administrator.

Relevant Desired Skills: Extensive knowledge of general financial and grant accounting, understanding of and ability to adhere to generally accepted accounting principles, proficiency with accounting software, excellent organizational skills and attention to detail, and proficiency in Microsoft Office Suite or similar software.

Candidates with the following qualifications and skills are preferred:

- Bachelor's degree in business administration/accounting and five years' experience in financial management.
- Experience in not-for-profit and fund accounting a plus.
- Must have the ability to multitask and a general desire to contribute to the success of the overall business and financial functions of the organization.
- Cross-training among all business functions will be required.
- Experience in computer applications and operating knowledge of word processing, spreadsheets, and financial software are required.
- An advanced degree or CPA certification may be acceptable in lieu of the experience requirement.
- Good oral and written communication skills and the ability to work well with others are required.

Compensation: Salary is commensurate with education and experience and includes a competitive benefits package.

To Apply: E-mail a cover letter, resume, and completed application to: jobs@jonesctr.org Subject: Accountant. An application can be found at www.jonesctr.org/jobs/. Send specific questions regarding the position to the Business Administrator, Mandy Dukes, Mandy.Dukes@jonesctr.org. Preference will be given to applications received by April 30, 2025.

The Jones Center at Ichauway is an equal opportunity/affirmative action E-Verify employer.