OFFICE LOCATION
México City, Mexico.

A LITTLE ABOUT US
Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. As a science-based organization, we create innovative, on-the-ground solutions to our world’s toughest challenges so that we can create a world in which people and nature thrive.

We’re rooted in our Mission and guided by our Values, which includes a Commitment to Diversity and Respect for People, Communities, and Cultures. We know we’ll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. Whether it’s career development, work/life balance, or a rewarding mission, there’s lots of reasons to love life #insideTNC. Our goal is to cultivate an inclusive work environment so that all of our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued.

YOUR POSITION WITH TNC
The Finance/Accounting Assistant provides administrative finance/accounting support for a business unit or department.

ESSENTIAL FUNCTIONS
The Finance/Accounting Assistant provides a variety of routine and non-routine finance and accounting-related tasks for Mexico, Belize and Guatemala. Duties may include payment of invoices, preparation and processing of accounting forms such as journal entries, verifying the accuracy and coding of journal entry transactions, maintenance of A/P, general ledger and vendor payments. He/she is responsible for expeditiously and courteously responding to, routing, or resolving inquiries and requests from internal and/or external customers.

MINIMUM QUALIFICATIONS
- Associate’s Degree in Accounting or related field and 2 years’ related work experience or equivalent combination.
- Experience in database management or producing reports, or in the use of automated systems or touch key calculator.
- Experience working with basic principles in accounting or in analyzing financial figures

DESIRED QUALIFICATIONS
- Good command of English and Spanish.
- Strong attention to detail, accuracy in work product.
- Good oral and written communication skills.
- Excellent organizational skills, including the ability to establish priorities and meet deadlines.
- Good oral and written communication skills.
- Non-profit accounting experience preferred.
- Experience working in a multicultural environment and with decentralized teams.
RESPONSIBILITIES & SCOPE

- Ensures TNC policies and procedures, financial standards and legal requirements are met.
- Reinforces consistency in the organization’s policies and procedures and provides support related to relevant field.
- Perform Journal Entries and adjustments (JERFS, AP).
- Prepare all basic input entries for PCB.
- Manage operation of bank accounts including cash Pro replenishment and bank reconciliations.
- Review and approve payments in Concur.
- Process and register receipts (IICR).
- Prepare and process accruals when needed.
- Support internal and external project audits.
- Assist with Pledge and Lease Certifications.
- Assist during budgeting and forecasting process by preparing and consolidating files.
- Assist with local books reconciliation and end of period analysis.

HOW TO APPLY
To apply to position number 49731, submit resume (required) and cover letter separately using the upload buttons. Applications will be reviewed in the order they’re received and the position will remain open until filled.
Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration.
If you experience technical issues, please refer to our applicant user guide or contact applyhelp@tnc.org.

Apply here

If you are a current employee of our organization please use the following here instead:

The Nature Conservancy is an Equal Opportunity Employer

Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.