



## **PART-TIME ACCOUNTANT JOB DESCRIPTION**

**Position Type:** Part-Time (30 hours per week)

**Location:** Charleston, SC

**Reporting:** Controller

**Starting:** July 1, 2026

**Application Instructions:** To apply, please email a cover letter, resume, and three (3) references **in one PDF** addressed to [careers@lowcountrylandtrust.org](mailto:careers@lowcountrylandtrust.org) by May 15, 2026.

### **POSITION SUMMARY**

---

The Accountant is a talented, motivated, and detail-oriented professional who plays a vital role at Lowcountry Land Trust. As a member of the accounting team, working under the direction of the Controller, the Accountant is responsible for managing accounts receivable and payable, processing deposits, preparing journal entries to record income, and reconciling banks and other financial accounts. This role also supports the Controller and other staff in budgeting activities and participates in additional projects designed to foster professional growth in accounting and general office operations.

Progressively expanded responsibilities to include learning the payroll process; assuming full ownership of subsidiary financial reporting; producing monthly financial statements and summary reports; reconciling QuickBooks with Virtuous (donor database); and evaluating processes and recommending ways to improve efficiency.

### **PRIMARY RESPONSIBILITIES**

---

#### **Financial Processing & Donations**

- Receive, review, and process incoming financial and accounting-related mail, including invoices and statements
- Process and deposit checks (remote and in-bank), ensuring accurate reconciliation with donation reports and supporting documentation
- Maintain and update donation records imported from Virtuous, including recording journal entries for pledges and pledge payments

#### **Accounts Payable**

- Enter and code invoices in QuickBooks, ensuring proper approvals are obtained
- Process online bill payments in a timely and accurate manner
- Prepare, print, and distribute checks for signature and mailing

- Reconcile monthly bank statements

### **Budgeting & Financial Reporting**

- Support the budgeting process by exporting departmental budget data
- Provide financial insights and reports to department leaders for budget planning
- Assist in preparing and presenting budget information to the Finance Committee
- Import and maintain budget data within QuickBooks Online

### **Foundation & General Accounting**

- Manage accounting functions for our subsidiary foundation, including monthly bank reconciliations
- Review the general ledger and prepare financial statements
- Track and reconcile prepaid expenses, including quarterly journal entries
- Maintain and update the depreciation schedule, recording monthly depreciation entries

### **Additional Responsibilities & Projects**

- Identify and recommend more efficient methods for importing journal entries into QuickBooks from Excel or Google Sheets
- Collaborate with the Angel Oak Preserve team to:
  - Assess accounting system needs, including Point-of-Sale (POS) and bus parking payment solutions
  - Research and recommend inventory management processes
  - Prepare and deliver monthly financial reports
- Maintain a hybrid work schedule, with an expectation to work on-site one to two days per week as needed to complete essential in-office functions such as check deposits and check printing

### **Other Duties as Required:**

The above statements describe the general nature and level of work an employee assigned to this position will perform. They are not to be construed as an exhaustive list of all responsibilities, duties, or skills required. All staff members may be required to perform duties outside of their normal responsibilities from time to time. The organization holds events that sometimes take place on weekends or after hours. Staff are expected to assist with those events.

Onboarding is in person, and employees meet in person once per month for a staff meeting and occasionally throughout the year for group events.

## **QUALIFICATIONS**

---

### **Required:**

- Bachelor's degree in Accounting, Business Administration, or a related field.

- Foundational knowledge of fund accounting principles
- Strong understanding of core accounting practices, including journal entries, bank reconciliations, and maintaining consistency in financial records
- Proficiency in Google Workspace, Microsoft Office Suite, and virtual meeting platforms such as Zoom
- Excellent communication, organizational, time management, and numerical skills
- High level of integrity with a clear understanding of confidentiality requirements
- Strong attention to detail with the ability to meet deadlines consistently

**Preferred:**

- Some experience with QuickBooks Online
- Ability to work both independently and collaboratively in a fast-paced environment
- Strong interpersonal and teamwork skills, with the ability to effectively collaborate across departments

---

*Lowcountry Land Trust is committed to the principles of equal employment opportunity, and to comply with all federal, state, and local laws that apply to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.*