



Accounts Payable Analyst (Part-time)

Location: US Based, San Francisco, CA

Reporting to: Head of US Finance

New Forests (www.newforests.com.au) seeks a qualified candidate for the newly created position of Accounts Payable Analyst to join its US based finance and accounting team part, and more broadly, become a critical member of its dynamic global team that is client focused, collaborative, and strives to cultivate innovation towards delivering client-centric solutions. In this role you will be recording and maintaining the business' financial transactions, will match and batch code invoices, resolve A/P issues, process expense reports, update and reconcile sub-ledger to G/L. A successful candidate will be self-motivated, have a work ethic based on a strong desire to exceed expectations, strong interpersonal skills, the ability to multitask, and have a flexible, can-do attitude.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. We seek to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in Australia-New Zealand, the United States, and Southeast Asia and have more than AUD 6 billion in assets under management. We manage sustainable forestry assets, forest carbon projects, rural land, and timber processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand, and Melbourne.

Primary Responsibilities:

Processing accounts payable in a multi-client, multi-entity structure. Provide support for bank reconciliations and the monthly accounting close process. New Forests is implementing a new ERP system and this role is expected to participate in the implementation process and smooth transition to the new accounting software.

Responsibilities include:

- Processing accounts payable invoices in a multi-client, multi-entity structure
- Audit and coordinate invoices for proper approval and accuracy
- Track service provider contracts and match invoices to ensure amounts billed are in alignment with agreed upon services
- Develop system to track service provider contracts, terms, expiry dates, and file storage methodology on SharePoint
- Serve as an AP invoice traffic coordinator and liaise with third-party property managers to route appropriate property level invoices for processing externally
- Maximize use and efficiency of AP invoice scanning, approval workflow, GL account code assignment/allocation software
- Coordinate with US Team to ensure timely submission and coding of expense reports and receipt of supporting documentation
- Provide support for bank reconciliations
- Reconcile and maintain AP sub-ledger reports to G/L
- Assist in the month-end accounting close process and execute assigned duties accurately and timely

- Develop month-end closing procedures/checklist to ensure outstanding invoices are submitted and posted to the correct accounting period.

We are looking for candidates with:

- Experience using AP invoice scanning and approval workflow software, expense report tracking, and mid-market accounting software, for example Bill.com, Flexi-purchase, Sage Intacct or equivalent ERP
- Relevant degree or qualifications and/or previous experience of 3+ years
- Punctual, professional, and outgoing personality that likes to assist people
- Must be a self-starter who is able to multitask effectively
- Must have good Microsoft Office skills including Outlook, Word, and Excel. SharePoint is a plus.
- Excellent time management, organizational skills, and customer service
- Excellent written and verbal communication skills
- Flexibility towards extra hours in busy periods or when staff are on leave
- Ability to build strong relationships and work within a team environment
- Ability to adapt to change quickly and effectively. Can work in a variety of environments and with different levels of staff and customers, internal and external
- Capable of maintaining positive, calm demeanour during busy periods
- An ability to work independently, prioritize work, and take ownership of role and assignments to completion
- A keen attention to detail
- Ability to demonstrate core finance team capabilities, client focus, cultivate innovation, and collaborative nature
- Travel domestically, as required

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance. We are also a Certified B Corp.