



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Staff Accountant

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California

Status: Non-Exempt/ 1.0 FTE (40 hours/week)

Compensation: \$28.00-\$30.00/hour

Posting Date: February 26, 2019

Estimated Start Date: March/April 2019

Organizational Background

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD is almost exclusively grant and contract funded with a small amount of local property tax leveraged into millions of dollars each year. The RCD has a budget of \$3.2MM and a team of 14 with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through four programs: LandSmart[®] Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at: www.sonomarcd.org.

Position Summary

The Staff Accountant position is a great opportunity for someone with a solid background in accounting who enjoys financial analysis and wants to work for a mission driven organization. Reporting to the Director of Finance, and working under limited supervision, the Staff Accountant is responsible for the accounts receivable and accounts payable functions and will provide assistance with payroll. This individual works closely with fiscal and program staff to ensure sound financial management of awards, compliance with funding source guidelines, and effective delivery of the RCD's programs.

Essential Functions

- Coordinate the accounts payable function, including invoice entry, weekly payment processing, and recording of credit card transactions.
- Manage vendor files, including maintaining W-9 information and filing annual 1099's.
- Assist with semi-monthly payroll processing.
- Prepare all monthly/quarterly grant and contract invoices with supporting documentation.

- Ensure timely submission and collection of receivables and processing of reimbursement drawdowns.
- Prepare weekly bank deposits.
- Work closely with program staff on proposal budget development, analysis, modifications, amendments, and closeouts.
- Maintain grant and contract financial records and contracts database.
- Monitor individual grants, contracts, and related transactions for compliance with applicable federal, state, local, and private funder guidelines and regulations.
- Prepare financial and compliance reports to funding sources.
- Reconcile financial statements to budgets and provide program staff with monthly budget vs. actual reporting.
- Track and review match fund requirements and progress on a monthly basis.
- Assist program staff with subrecipient monitoring, including review of contracts, amendments, and invoices.
- Serve as the point of contact for staff and funders regarding financial management of awards.
- Assist with expense allocations and the monthly close process, including adjusting journal entries and balance sheet reconciliations.
- Participate in the development and improvement of internal controls, fiscal policies and procedures.
- Support the annual budget process and financial audit.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Qualifications, Knowledge, and Abilities

- Bachelor’s degree and at least two (2) years of accounting experience. An equivalent combination of relevant education and/or experience will be considered.
- Working knowledge of fund accounting and GAAP.
- Highly proficient in Quickbooks and MS Office with advanced Excel skills.
- Demonstrated experience with creating budgets, forecasts, and financial reports.
- Skilled in presenting financial information in an understandable manner to fiscal and non-fiscal audiences.
- Ability to interpret, implement, and communicate the complex laws, regulations, and policies of diverse funding sources.
- Strong analytical and reconciliation skills.
- Exceptional verbal, written, and interpersonal communication skills.
- Self-starter with high dependability and keen attention to detail.
- Ability to juggle competing priorities, adapt to organizational needs, and remain highly organized in a dynamic, team-oriented work environment.

Preferred Qualifications, Knowledge, and Abilities

- Educational emphasis in accounting or business.
- Government or non-profit accounting experience.
- Intermediate Microsoft Access skills.
- Knowledge of contract administration methods and procedures.
- Passionate about the conservation of natural resources.

Work Environment

Work is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

Physical Requirements

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Some bending, lifting up to 30 lbs., and grasping.

Compensation/Benefits

The Staff Accountant compensation range is \$28.00-\$30.00/hour DOQ. Benefits for this position include 100% employee medical coverage; dental and vision insurance with minimal employee contributions; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program.

How to Apply

Please submit a cover letter, resume, and three (3) references to apettit@sonomarc.org with “Staff Accountant” in the subject line. This position will remain open until filled. **No phone calls please.**

Sonoma Resource Conservation District is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.