



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

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[www.SonomaRCD.org](http://www.SonomaRCD.org)

## **Employment Opportunity: Accounting & Administrative Technician**

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work.

**Status:** Non-Exempt/0.6 FTE (24 hours/week)

**Starting Compensation:** \$22.95-\$26.50/hour, commensurate with experience

**Posting Date:** February 2, 2026

**Estimated Start Date:** March 2026

### **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 has a budget of \$4.5MM and is almost exclusively grant and contract funded. Our mission is carried out by a governing board of seven directors (Board) and an interdisciplinary team of 18 professionals through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at [www.sonomarc.org](http://www.sonomarc.org)

### **Justice, Equity, Diversity, and Inclusion**

The RCD is committed to incorporating justice, equity, diversity, and inclusion to evaluate, enhance, and expand our programming, deepen our connections with community partners, and strive to better serve our entire District. We recognize the importance of working to build and sustain an inclusive and equitable culture within our organization to effectively serve our District, improve access to economic opportunity, and create landscape-scale resilience for our current and future generations. We strive to ensure that water, soil, working lands, and wildlife habitats are conserved for all as we promote collaboration, employ innovative solutions based on science, respect our diverse communities and their connections to land, and empower members of our community to be active stewards of our natural and cultural resources.

### **Position Summary**

The Accounting and Administrative Technician position is a great opportunity to apply accounting experience in a mission-driven organization. Reporting to the Director of Finance & Administration and working closely with the Staff Accountant, the Accounting and Administrative Technician will perform accounts payable and other accounting duties in support of month-end and year-end fiscal closes, as well as general office and administrative support. The ideal candidate will be highly dependable, detail-oriented, possess a positive attitude, and have a desire to learn.

### **Essential Functions and Responsibilities**

- Process vendor invoices, record credit card transactions, and perform monthly check runs.
- Prepare prepaid and accrued expense journal entries.
- Manage vendor files, including maintenance of Forms W-9.
- Prepare annual filing and distribution of 1099s.
- Assist with monthly expense allocations and compilation of billing documentation.
- Prepare bank deposits.
- Maintain accounting schedules and files.
- Assist Staff Accountant on accounts receivable duties and timely submission and collection of receivables.
- Support month-end and year-end fiscal closes and the annual financial audit.
- Assist Operations and Human Resources Manager with general office administration.
- Conduct special projects as needed.

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 to support organizational needs.

### **Required Qualifications, Knowledge, and Abilities**

- High School Diploma or equivalency and demonstrated on-the-job experience and/or at least two (2) years of professional bookkeeping/accounting experience.
- Possess a comprehensive understanding of accounting fundamentals, including debits and credits, the accounting equation, and the accounting cycle.
- Proficient in MS Office 365, with particular emphasis on working knowledge of Excel, and an ability to quickly adapt to new technology.
- Familiarity working in QuickBooks Desktop.
- A strong customer service mindset and excellent written and verbal communication skills.
- Ability to take initiative, coordinate with others, and follow through.
- Detail-oriented with excellent organizational and problem-solving skills.
- Adaptable and coachable to meet changing needs.
- High level of integrity with an ability to maintain the highest level of confidentiality.
- Personal and professional commitment to diversity, equity, and inclusion in the workplace.
- Ability to communicate effectively in English sufficient to convey information and instructions to colleagues and vendors.

### **Desired But Not Required Qualifications, Knowledge, and Abilities**

- College-level coursework in accounting/business administration or related certification.
- Government or nonprofit accounting experience.
- Passionate about the conservation of natural resources.
- A valid driver's license.

### **Work Environment**

Work in the main office 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**

Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Some kneeling, bending, grasping, reaching, and carrying of items weighing up to 30 pounds required. Near and far visual acuity required for expansive reading, computer operation, and editing of documents.

### **Compensation/Benefits**

The starting compensation for this position \$22.95-\$26.50 per hour, depending on experience. Benefits for this position include employer-sponsored dental, and vision insurance (100% coverage for employee; dependent coverage available at 100% cost to the employee); \$50,000 employer-sponsored life insurance policy; a 401(a) retirement plan with a non-matching employer contribution of 5.00% and the option to make voluntary pretax contributions into a 457(b) plan; paid time off and holiday leave; and an employee assistance program. **No relocation assistance will be provided.**

### **Additional Information**

**A background investigation is required prior to employment for applicants who receive a conditional offer of employment.** Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further.

### **How to Apply**

We encourage individuals who believe they have the skills necessary to thrive in this role to apply, even if they do not meet all the qualifications outlined above. Please submit a cover letter, resume, and three (3) professional references to [hr@sonomarc.d.org](mailto:hr@sonomarc.d.org) with "Accounting and Administrative Technician" in the subject line. **Applications must be received no later than 5:00 PM Pacific Standard Time on February 20, 2026. No phone calls, please.**

*Sonoma Resource Conservation District is an equal opportunity employer where all aspects of employment are based on competence, merit, and performance. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.*

