



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

707.569.1448  
[www.SonomaRCD.org](http://www.SonomaRCD.org)

## Job Opportunity: Staff Accountant

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work following 90-day introductory period.

**Status:** Full-Time, Non-Exempt (1.0 FTE)

**Starting Compensation:** \$33.89 - \$40.50 per hour, depending on work experience related to preferred qualifications listed.

**Posting Date:** May 15, 2026

**Estimated Start:** July – August 2026, or after, depending on availability.

### Organizational Background

The Sonoma RCD (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: agriculture, forestry, water resources, and community engagement. For more information visit our website at [sonomarcld.org](http://sonomarcld.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 Staff Accountant position is an excellent opportunity for an experienced, detail-oriented accounting professional who is motivated to support a mission-driven organization. Reporting to the Finance Manager and working closely with the fiscal and administration team under limited supervision, the Staff Accountant is responsible for accounts payable and accounts receivable functions and provides support for payroll processing. This role plays a critical part in ensuring sound financial management of grant and contract awards, maintaining compliance with funding source requirements, and supporting the effective delivery of Sonoma RCD programs,

while also contributing to the development and maintenance of accounting, payroll, and grants systems and processes that are essential to the organization's overall financial and operational success.

### **Essential Functions**

#### *Accounts Receivable/Grants Administration*

- Prepare all monthly/quarterly grant and contract invoices and financial/compliance reports.
- Ensure timely submission and collection of receivables.
- Prepare bank deposits.
- Reconcile financial statements to budgets and provide program staff with monthly budget vs. actual reporting.
- Serve as the point of contact for staff and funders regarding financial management of awards.
- Work closely with program staff on budget development, amendments, and closeouts.
- Monitor individual grants, contracts, and related transactions for compliance with applicable funder guidelines and regulations, including matching funds requirements.

#### *Accounts Payable/Payroll*

- Enter invoices, record credit card transactions, and perform check runs.
- Manage vendor files, including maintaining W-9 information and filing annual 1099's.
- Assist with semi-monthly payroll processing.

#### *General Financial Tasks*

- Assist with expense allocations and the monthly close process, including adjusting journal entries and balance sheet reconciliations.
- Participate in the improvement of internal controls, fiscal policies and procedures.
- Support the annual budget process and financial audit.
- Assist with procurement.

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.

### **Qualifications**

- Bachelor's degree or equivalent in accounting, finance or related field.
- Two to three (2–3) years of professional 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 Desktop and MS Office with strong Excel skills.
- Demonstrated budgeting experience.
- 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.
- Passionate about the conservation of natural resources.

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

- Government or nonprofit accounting experience.
- Intermediate Airtable experience.

### **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 is \$33.89 - \$40.50 per hour, depending on experience. Benefits for this position include employer-sponsored medical, 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 pre-tax 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**

Please submit cover letter, resume, and three (3) professional references in one PDF document to [hr@sonomarc.d.org](mailto:hr@sonomarc.d.org) with the title "Staff Accountant" in the subject line. **Applications must be received no later than 5:00 PM Pacific Standard Time on June 15, 2026. No phone calls please.**

*The 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.*