



**AMERICAN RIVER
CONSERVANCY**
Preserving Rivers and Land for Life

Job Announcement

Accounting Specialist

Starting Salary Range: \$29 - 32/hour

Reports to: Executive Director

Type of Position: Part Time (25-32 hours/week); Non-Exempt Hourly

Organizational Mission:

American River Conservancy is a non-profit organization dedicated to serving our community by ensuring healthy ecosystems within the Upper American and Upper Cosumnes River Watersheds through land conservation, stewardship and education.

Position Summary:

The Accounting Specialist is responsible for the preparation and maintenance of financial records and reports for ARC. They provide financial support to the Executive Director through bookkeeping, payroll, banking and reporting services. Under the direction of the Executive Director and with support from a consulting CPA, the Accounting Specialist maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

Duties and Responsibilities:

- Perform accounting and finance activities including payroll services, accounts payable, accounts receivable, fixed assets, cash management, grant tracking, sales tax tracking and payment, job invoicing, and the accounting information system in Quickbooks
- Maintain monthly bank and other financial reconciliations, staff, and labor allocations
- Prepare monthly and quarterly financial reports, grant tracking reports, and cash flow reports, with assistance from CPA
- Assist the Executive Director and Program Staff to prepare invoices and reimbursement requests to grant agencies on a scheduled basis according to various grant agreements and workflow
- Assist the Executive Director, Program Staff, and the Finance Committee to develop ARC's annual budget
- Assist the Executive Director and CPA to oversee the preparation of the annual audit, financial statements, and conduct regular financial analysis of various projects and programs as needed
- Work closely with Executive Director and staff to ensure compliance with Land Trust Alliance Standards and Practices
- Coordinate elements of ARC's human resources function including implementation of employee benefits and compensation, health insurance, retirement account, payroll, and timesheets
- Serve on the Finance Committee with the Executive Director and Treasurer
- Operate as a primary or secondary contact person (as appropriate) for agents, contractors and vendors that include insurance carriers and financial institutions
- Ensure compliance with federal, state and local legal requirements

Personal qualities and professional capabilities must include the following:

1. Associate's degree or equivalent experience in bookkeeping, finance, accounting, or business administration.
2. Adherence to Generally Accepted Accounting Principles (GAAP) standards for preparing and reporting financial statements.

10/28/2024



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3. Minimum of 3 years of related work experience, preferably in the nonprofit sector.
4. Excellent organizational and quantitative skills, with proficiency in financial accounting.
5. Integrity, honesty, and dedication that inspires trust and confidence among staff, Board members, donors and volunteers.
6. Knowledge, tactics, and understanding of technical skills and soft customer service skills that are needed to make customers as satisfied as possible.
7. Excellent written and verbal communication skills.
8. Advanced computer skills and understanding of accounting applications including QuickBooks secure file-sharing, file-storage and MS Excel.
9. Self-starter, detail-oriented and proactive with strong multitasking capabilities.
10. Ability to maintain confidentiality and work independently.
11. Committed to advancing equity, diversity and inclusion.
12. Proven technical skills, analytical ability, good judgment, and strong operational focus.
13. Passion for natural resource conservation.
14. Ability to work collaboratively and effectively with a range of individuals.
15. Willingness and ability to work occasional nights and weekends.
16. Valid Driver's License.

Job location and Hours:

The location is the American River Nature Center in Coloma with the flexibility to work remotely after successful completion of the 90-day probationary period. The employee will be expected to work during normal business hours, with an understanding that there may be a need to participate in events and programs that occur in the evenings or weekends outside of normal business hours.

Salary and Benefits:

Starting pay dependent on qualifications and experience. Ten paid holidays (7 fixed, 3 floating); accrual of vacation time (10 days) and sick leave (10 days) begin on the first day of hire. ARC will pay at least 50% and up to 75% of the cost of a qualified health plan following the completion of a 60 day waiting period. ARC may offer a retirement contribution (currently 10% of annual wages; as funding allows) which begins to accrue following one full year of employment. Monthly cell phone stipend.

Working Conditions:

After successful completion of the 90-day probationary period and as per the discretion of the Executive Director, certain aspects of the job may be performed remotely,. However, the majority of this position requires close collaboration with other staff and requires a minimum of 2- 3 days per week in the office.

Equal Opportunity Employment: American River Conservancy is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances of the state.

To Apply: Send resume and a list of 3 professional references (with contact information) to: elena@arconservancy.org on or before November 22, 2024.