



## **Job Opportunity: Bookkeeper/Office Manager**

**Employer:** Shasta Valley Resource Conservation District

**Work Location:** Main office in Yreka, Siskiyou County, California

**Status:** Non-Exempt/ 18-24 hours/week, varied

**Compensation:** \$22.00-\$24.00/hour

**Posting Date:** August 15, 2019

**Start Date:** Open until filled

### **Organizational Background**

The Shasta Valley 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 1/3 of Siskiyou County, including the mid-Klamath River, Shasta River, Upper Sacramento River, and Upper McCloud River watersheds. The RCD is almost exclusively grant and contract funded, with no local tax revenue. The RCD has a budget of \$1 Million and a small team with experience and expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by an all-volunteer board of directors that are local landowners in the District. We offer a friendly and flexible work environment where dedicated professionals work together as a team to benefit our community and its natural resources. For more information visit our website at: [www.svrcd.org](http://www.svrcd.org).

### **Position Summary**

The Bookkeeper and Office Manager position is a great opportunity for someone with a solid background in accounting, who enjoys financial analysis, and wants to work for a mission

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driven organization. Reporting to the Finance Manager and working closely with the District Administrator, but under limited supervision, the Bookkeeper and Office Manager is responsible for the accounts receivable and accounts payable functions, will prepare payroll, and submit financial reports to the Board monthly. This position also assists the District Administrator and other staff with basic office operations, human resources matters, ordering supplies and equipment, preparing and disseminating a quarterly newsletter, and maintaining social media.

### **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 weekly 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.
- Assist program staff on proposal budget development, contract amendments, and financial reporting for grant agreements.
- Monitor individual grants, contracts, and related transactions for compliance with applicable funder guidelines and regulations, including matching funds requirements.
- Assist program staff with subrecipient monitoring, ensuring contracts are using current templates, and other needs as they arise.

#### *Accounts Payable/Payroll:*

- Enter invoices, record credit card transactions, and perform weekly check runs.
- Manage vendor files, including maintaining W-9 information and filing annual 1099's.
- 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 development and improvement of internal controls, fiscal policies and procedures.
- Support the annual budget process and financial audit.

### *Office Management:*

- Ensure the office is supplied and equipment is operational.
- Prepare purchase orders and maintain an equipment inventory.
- Assist with preparation of agendas and minutes for Board of Directors meetings.
- Attend monthly Board of Directors meetings.
- Assist District Administrator with District correspondence.
- Maintain the District's social media outlets, prepare quarterly newsletters, and assist with other outreach materials.
- Assist District Administrator with preparing resolutions, Notice of Exemption, CEQA documents, and Board packets for monthly board meetings.

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**

- Associate's degree or equivalent training in accounting principles, and at least two (2) years of bookkeeping experience.
- Highly proficient in Quickbooks Desktop and MS Office with strong Excel skills.
- Demonstrated experience with creating budgets, cash flow forecasts, and financial reports.
- 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.
- Available the second Wednesday monthly to attend Board of Directors meetings (6:30PM to 9:00PM).

### **Preferred Qualifications, Knowledge, and Abilities**

- Government or non-profit accounting experience.
- Grant invoicing and reporting.
- Knowledge of contract administration methods and procedures.
- Passionate about the conservation of natural resources.

### **Work Environment**

Work is performed in a professional office environment shared with US Department of Agriculture's Natural Resources Conservation Service. Office tasks include operation of standard office equipment such as computers, phones, copiers, calculators, and filing

cabinets. Moderate noise levels. The office space is leased from US Department of Agriculture, and we work closely with the Natural Resources Conservation Service.

### **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 \$22.00-\$24.00/hour DOQ. Benefits for this position include paid time off, deferred compensation allowance, and cell phone allowance.

### **How to Apply**

Please submit a cover letter, resume, and three (3) references to [estanton@svcd.org](mailto:estanton@svcd.org) with "Bookkeeper" in the subject line. This position will remain open until filled. **No phone calls please.**

*Shasta Valley 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.*