

JOB ANNOUNCEMENT

Bookkeeper/Administrative Assistant



The **Bookkeeper/Administrative Assistant** is responsible for performing the day-to-day bookkeeping responsibilities in accordance with Generally Accepted Accounting Principles (GAAP) including accounts payable, receivable, and maintaining the General Ledger in QuickBooks and preparing monthly and quarterly financial reports. The administrative assistant duties involve basic clerical support such as answering calls, assisting with purchases, managing gift shop inventory, and other general office duties. The Bookkeeper/Administrative Assistant is supervised by the Executive Director and works closely with the Administrative Director to support other staff and the Board of Directors.

Desired individual will have experience with QuickBooks working in the non-profit setting. Confidentiality, accuracy, attention to detail, and excellent organizational and time management skills are important qualifications for this position, as well as good customer relations and the ability to communicate clearly and work as a team member.

Who We Are

The Laguna de Santa Rosa Foundation is nonprofit organization whose mission is to restore and conserve the Laguna de Santa Rosa and inspires public appreciation of this Wetland of International Importance. We collaborate with various stakeholders, including public agencies, the scientific community, community groups, nonprofit organizations, businesses, the agricultural community, and private landowners to restore and conserve the Laguna's wetland habitats. The Foundation also inspires youth and adults to connect with nature through environmental education and community engagement programs throughout the year.

Bookkeeper (60%)

- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
 - o Maintain an accurate and organized file system including vendor and contractor records.
 - o Record credit card purchases. Ensure the staff submits receipts for all credit card purchases according to the monthly statement.
 - o Prepare and mail 1099 forms to vendors.
- Manage regular financial functions for the Foundation
 - o Record payroll and tax liabilities as reported by third-party payroll company in QuickBooks, biweekly.
 - o Handle all aspects of accounts payable (A/P): entering approved payables, processing checks and mailing accordingly.
 - o Manage general ledger (G/L) ensuring accuracy and running reports as requested by staff.
 - o Verify bank and credit card deposits and enters records accordingly.
- Prepare draft grant/contract invoices for review by project managers.
 - o Submit approved invoices to grant/contract agencies.
 - o Work with project managers to review 30-, 60- and 90-day A/R.
 - o Maintain good communication with grant/contract agencies to ensure timely payment.
- Work with Executive Director and Department Directors to create annual budget.

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- Produce monthly, quarterly, and annual reports for the Foundation and individual programs/funds.
 - o Work with the development staff to ensure QB records are reconciled against donor management database records.
 - o Reconcile monthly bank account statements to QB records and provide statement reports to Board Treasurer and Executive Director.
 - o Prepare monthly & YTD budget to actual financial report in coordination with financial consultant and Executive Director. Email this report to the Department Directors and Finance Committee.
 - o Assist Executive Director in presenting YTD financial results and cash forecast at monthly Finance Committee meeting.
 - o At fiscal-year end, review the annual P&L by class to ensure its accuracy.
 - o Prepare FYE financial reports by class for review by the Board Treasurer. This includes calculation and analysis of temporarily restricted net assets.
 - o Submit year-end financials and all necessary documents to the CPA for the preparation of the annual tax return.

Administrative Assistant (40%)

- Greet in-person visitors and/or phone calls with a professional and cheerful demeanor.
 - o Answer questions; provide informational brochures, direct individuals to other staff when appropriate.
- Provide daily administrative support to the Administrative Director and staff
 - o Daily collection of mail and distribution to appropriate staff.
 - o Purchase supplies and equipment as authorized by management and monitor office supply levels, reorder as necessary.
 - o Draft correspondence as requested.
- Assist with administrative support for the Board
 - o Assist with Board/Committee meeting preparation.
 - o Assure new members of the Board of Directors receive necessary materials such as the Board Orientation Binder, business cards, and nametags.
- Assist in processing payroll as requested by the Administrative Director
- Track Gift Shop inventory; assist with processing/mailling online purchases.
- Participate in Laguna Foundation events as needed as a member of administrative staff.

Additional duties may be assigned.

What We Are Looking For in a Candidate

- Associates degree or equivalent and 3-5 years related experience or combination of education and experience in comparable financial and administrative roles.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience in non-profit bookkeeping, budget development and/or financial management.
- Experience in non-profit grant and contract management, including federal, state, and county supported projects.
- Advanced proficiency in QuickBooks Desktop module.
- Proficiency with MS Office Word, Excel, and Outlook and Google Apps is required.
- Highly consistent and self-motivated. Able to take initiative, manage, and complete tasks within deadlines and budgets.
- Excellent written/verbal communication skills and ability to work well with others. As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required.
- Must be able to pass a background check.
- Commitment to ongoing self-improvement and professional development.
- Understanding and commitment to the Laguna Foundation's mission.

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Physical Requirements

- Ability to work at a desk/computer in a shared work space for several hours at a time.
- Some bending, lifting up to 20 lbs, grasping.
- Requires capacity to navigate two-story building via stairs.
- This job's specific vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus.
- The work environment represents those an employee encounters while working in an office workspace environment.
- The noise level in the work environment ranges from quiet to moderate.
- Reliable transportation to and from the office building during scheduled workdays. There are no nearby bus routes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

The hourly wage range for this position is \$22- \$25 per hour, based on experience. This is a full-time (32-40 hours per week) position with a competitive benefits package that includes employer-sponsored health, dental, and vision insurance with 90% employer paid premiums for employees; accrued vacation, 48 hours sick time per year, 14 paid holidays; 2 personal days, and participation in a 403(b) retirement plan.

Schedule

We encourage a work/life balance for our staff. Our office is open to the public Monday – Friday 9:00 am – 5:00 pm. A flexible schedule including some remote work hours may be arranged. Our office is closed on Saturday and Sunday. Occasional weekend workdays may be required in order to attend work related events approximately 2-3 times a year.

How To Apply

Please submit an email to jobs@lagunafoundation.org with “**Bookkeeper/Administrative Assistant**” in the subject line, or mail to the address below.

Interested applicants should submit a resume and cover letter outlining your relevant experience and education, why the position is of interest to you, and what you would bring to the position. List a minimum of three professional references with his/her/their name, relationship to you, email address, and daytime contact information. Attach copies of relevant training certificates and/or degrees. No phone calls please. Please do not submit a photo. Principals only.

The deadline to apply is Sunday, July 25, 2021 at 11:59 PM.

We will acknowledge receipt of your application. Only qualified applicants will be contacted for an interview. Interviews can be conducted virtually on a Zoom platform or in person. We apologize that we are unable to communicate personally with each applicant as to why they are not chosen for an interview.

Laguna Foundation | 900 Sanford Road | Santa Rosa, CA 95401

www.LagunaFoundation.org

The Laguna de Santa Rosa Foundation is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital and veterans status, or any other status protected by laws or regulations.