



## Staff Accountant Position Announcement

**Job Title:** Staff Accountant  
**Reports to:** Director of Finance and Administration

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Want to play your part in protecting our local communities from the impacts of climate change? Ready to roll up your sleeves to help achieve tangible results? Want to be part of a talented, deeply committed, and national award-winning conservation organization? Then please read on!

Sonoma Land Trust (SLT) is ready to hire a resourceful and detail-oriented team member who thrives in a fast-paced and fluid environment, to be responsible for the full cycle of accounts payable and accounts receivable processing. This person is critical to ensuring the organization runs efficiently and effectively to drive the SLT mission forward.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

### **Overview**

The Staff Accountant supports Sonoma Land Trust's mission by contributing towards operational efficiency, support of staff, and support of the constituency of donors and vendors. This person is responsible for the full cycle of accounts payable and accounts receivable processing.

This person will report directly to the Director of Finance and Administration and will work closely with the Finance and Administration department and support the SLT staff in general.

You are encouraged to apply if you:

- Have 2+ years of relevant experience.
- Are familiar with non-profit accounting processes.
- Are detail oriented, self-motivated, and work well in a team environment.
- Value working in a highly ethical organization.

### **Primary Responsibilities**

#### **Accounts Payable**

The Staff Accountant is responsible for the full cycle of accounts payable and collaborates with the rest of the Finance Team to ensure expenses are properly approved, recorded, and paid.

- Maintain vendor database within the accounting system, ensuring all vendor information is current and accurate.
- Ensure vendor files are current including W-9 forms, bank information, certificates of insurance, and related documentation.
- Enter vendor invoices and other payment requests in the accounting system, ensuring services and products have been authorized and received, and ensuring expenses are coded properly.
- Process all employee expense and mileage reports, checking for accuracy and proper documentation, and ensuring expenses comply with SLT policy and procedures.

- Process all corporate credit card purchases and ensure all employee cardholders properly document all purchases.
- Monitor the approval workflow process to ensure proper approvals are obtained in a timely manner.
- Coordinate the payment process for all payments and coordinate with payroll to pay amounts due to employees.
- Coordinate year-end 1099 forms process including the printing, reviewing, and sending all 1099 forms, and managing all related inquiries from vendors. Prepare and print the related 1098 form and review with Director of Finance and Administration for filing with the IRS.

### **Accounts Receivable**

The Staff Accountant is responsible for invoicing and recording revenue, along with the posting of all payments and revenue received. This person will work with the rest of the Finance team to ensure grants are properly managed and with the Philanthropy team to ensure all contributions are accurately recorded.

- Maintain customer database within the accounting system, ensuring all customer information is current and accurate.
- Prepare and send select invoices to lessees, licensees, and other customers.
- Post payments against invoices when received.
- Follow up with customers on unpaid invoices.
- Record all contributions, requests, and grant revenues when received, and coordinate with Philanthropy team to ensure items are posted correctly in both the accounting system and CRM.
- Coordinate with Philanthropy team to ensure all new pledges and pledges receivable are recorded correctly in the accounting system.

### **Other Responsibilities**

- Participate in month-end and year-end closing processes in coordination with the Finance team.
- Assist in the annual audit by providing reports and other information before and during the audit field work.
- Support Finance Team and budget managers during annual budget process by providing historical information, as needed.

### **Preferred Skills and Experience**

SLT encourages candidates with diverse backgrounds, experience, and transferrable skills to apply.

A candidate's relevant experience should include a mix of the following:

- An associate degree OR equivalent experience demonstrating personal achievement.
- A minimum of two years of demonstrated experience in accounting, bookkeeping, accounts payable and/or accounts receivable.
- Familiarity with GAAP and fundamental non-profit accounting processes.
- A working knowledge of accounting systems.
- Demonstrated proficiency in Microsoft Excel and competency with Microsoft Outlook and Word.
- Ability to process and record transactions in an accurate, timely, and reliable manner.
- Close attention to detail, ability to exercise confidentiality with sensitive financial information, and demonstrate highly ethical behavior.
- A passion for land conservation and commitment to SLT's mission.

### **Schedule, Salary & Benefits**

Position is full time, 40 hours per week (non-exempt status).

Wages starting at \$29.00/hour commensurate with experience. Benefits include generous employer contributions to medical, dental, and vision insurance plans. Employer contribution to retirement plan after 1 year of

employment. Paid time off includes 15 paid holidays, paid vacation based on tenure, and personal and parental leave in accordance with SLT policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working a hybrid model which allows them to work from their home office and SLT's office or in the field. This position may require you to work many of the hours in the SLT office.

### **About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 57,000 acres of scenic, natural, agricultural, and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [the Sonoma Land Trust website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change, and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

### **To Apply**

Please email your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org).

### **Sonoma Land Trust is an Equal Opportunity Employer**

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.