



Accounting Manager Position Announcement

Job Title: Accounting Manager
Reports to: Director of Finance and Administration

Want to play your part in protecting our local communities from the impacts of climate change as part of a talented, deeply committed, and national award-winning conservation organization? Are you interested in implementing innovative and value-aligned practices that contribute to the impact of SLT's mission?

Sonoma Land Trust (SLT) seeks an enthusiastic accounting professional to join our dedicated team of conservation practitioners to help our accounting processes run efficiently and effectively. The Accounting Manager provides general support in all aspects of accounting, as well as assisting with various compliance requirements. This position ensures that the SLT's accounting information systems integrate with other systems to promote efficient workflows and accounting data is accurate and timely.

This position will work in alliance with the Director of Finance and Administration and the accounting staff in ensuring our accounting processes support SLT's ever-evolving processes, systems, and a workplace environment for our growing team of conservationists to thrive.

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.

You are encouraged to apply if you:

- Bring customer service and growth mindset.
- Thrive in a dynamic work environment.
- Are an effective multi-tasker and technologically savvy.
- Thrive on organization, process, and detail.
- Appreciate working with a team of diverse group of colleagues.
- Have a passion for saving the planet!

Primary Responsibilities

Accounting Responsibilities

- Provides oversight of accounting transactions.
- Deploys, maintains, and secures Accounting Information Systems.
- Manages integration of other information systems with Accounting Information Systems.
- Manages fund accounting and cost allocation accounting processes.
- Manages accounting closing processes for month, quarter, and annual accounting periods.
- Coordinates annual fiscal audit and preparation of IRS 990.
- Performs and manages reconciliation of bank and investment accounts.
- Assists Director of Finance and Administration with the design and implementation of internal and external financial reports.
- Maintains relationships with financial institutions, third-party service providers, vendors, and consultants.
- Provides accounting, administrative, and technical information to SLT staff.

- Acts as the finance liaison with program managers.
- Manages accounting and reporting for outside organizations for which SLT is the fiscal sponsor.
- Supports budget managers through budgeting process.
- Serves as a backup for primary accounting functions including accounts payable, accounts receivable, contract and grant management, and payroll processing.
- Performs other accounting and administrative duties and projects as assigned.

Management Responsibilities

- Serves as primary hiring manager for SLT accounting staff.
- Meet regularly with direct reports (individually and collectively) to provide direction, guidance, support, and accountability.
- Provides onboarding of new accounting staff and assists with ongoing training and professional development opportunities for all accounting staff.
- Supervises accounting staff, including assisting staff with objective-setting and managing the day-to-day activities of the accounting staff.
- Monitor staff performance and complete staff performance evaluations, per SLT performance management practices.

Preferred Skills and Experience

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- A bachelor's degree or an equivalent combination of education and/or experience with a concentration in accounting and finance.
- Experience leading and supervising accounting teams.
- Experience working for a non-profit organization.
- Knowledge and understanding of accounting information systems, best practices, and internal controls.
- Proficiency with MS Excel, computer applications, and office systems.
- Knowledge and ability to understand, interpret, and implement requirements of GAAP, Non-Profit Accounting Standards, Federal Uniform Guidance, A-133, A-122, and A-100.
- Acute attention to detail and accuracy and ability to efficiently complete complex account reconciliations.
- Working knowledge of fund accounting, payroll, personnel and material management policies and procedures.
- Ability to read, analyze and interpret complex legal and financial documents.
- Ability to understand and interpret contract and grant language.
- A passion for conservation and commitment to SLT's mission.

Schedule, Salary & Benefits

This position is full-time, 40 hours per week (exempt status).

Salary starting at \$100,000 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 in a hybrid model.

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.

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.