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Position: Administrative Specialist
Time: 30-40 hours per week
Start: As soon as possible (July 12)

The selected candidate will be part of the Administration team working with the Finance & Operations Officer on all aspects of accounting, payroll, office administration and public outreach, and assisting the Executive Officer (EO) with phone support, calendaring, and email. We are a small staff with big projects and programs, and the Administrative Specialist is at the center of it all ensuring project managers have what they need to succeed.

Job duties include, but are not limited to, entering payroll into Paychex and Quickbooks, calculating and entering employee benefits, producing grant/contract invoices, entering bills into Quickbooks, cutting checks, interfacing with the public through phone and email, stocking office supplies, working with EO to schedule meetings and tasks, triaging EO emails, and assisting with projects as needed.

The ideal candidate will be experienced and comfortable with Quickbooks; have experience with payroll, accounts payable and accounts receivable; be very detail oriented and organized; look to take on new challenges; and understand and support the RCD's work. The office culture is relaxed and friendly. Candidates must be able to work alone and in a team.

This is a permanent, entry level position with the potential for advancement into leadership as the RCD grows. Most permanent RCD employees started at an entry level and worked their way up by increasing their skills/knowledge and their value to the organization while pursuing their passions.

The Resource Conservation District of the Santa Monica Mountains (RCD)

is a local government special district that assists landowners and the public with environmental issues and education. The RCD is non-regulatory and non-advocacy; we work with landowners by request to do such things as habitat restoration, home hardening against wildfire, endangered species monitoring, invasive species eradication, conservation planning, environmental education and other services.

Skills and Experience:

- Bachelor's degree or comparable experience, preferably in business, administration, bookkeeping, life sciences, landscape design or a relevant field to RCD work
- At least 2 years of documented office experience

- At least 1 year of experience with Quickbooks or similar accounting software
- Demonstrated experience with bookkeeping and basic accounting
- Attention to detail a must!
- Payroll, accounts payable and accounts receivable experience
- Proficiency with Word, Excel, Outlook, Quickbooks and internet; comfort with basic computer operation, office phones and multi-function copier
- Organized, efficient and able to meet deadlines
- Team player who will enthusiastically jump in to assist when needed
- Ability to work with a diverse range of people, including co-workers, the public, granting agencies and contractors
- Reliable transportation and a driver's license
- Ability to work with confidential information with discretion

Salary and Benefits:

- Hourly rate between \$27.00-34.00 depending on qualifications and experience; starting rate negotiable
- Health stipend of 8% of gross salary added to each paycheck
- Paid leave includes 12 days of sick time, 2 weeks' vacation and 13 holidays per year, including 2 floating holidays
- CalPERS retirement plan and a supplemental 457 plan through Nationwide (employer does not contribute to 457)
- Flexible work schedule with possible work from home days depending on RCD needs

To Apply: Email resume and cover letter to jhendra@rcdsmm.org with the subject line "Admin Specialist". Candidates are encouraged to describe any relevant experience that may not show up in a resume. Interviews will be arranged through Zoom beginning July 5; second interviews will be conducted as soon as possible afterward. Be prepared to provide 3 references upon request if called for a second interview. Please see our website for more information about the RCD: <https://www.rcdsmm.org>.

The RCDSMM is committed to ensure a welcoming environment for all and therefore does not discriminate in employment practices or in the delivery of services because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.