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Position Title: Accounting Specialist
Status: Full Time Permanent
Start: As soon as possible (August 28, 2023)

Make a difference for the environment! We are seeking an enthusiastic numbers-person who wants to join a dynamic team working on environmental conservation, education and community resilience. The office vibe is relaxed and friendly but staff is driven to fulfill our important mission.

The selected candidate will work with the Finance Officer on all aspects of accounting and grant management. Job duties include payroll, grant invoicing, accounts receivable management, accounts payable, month and year end closings, Board financial reports, and annual audit, among other duties.

The ideal candidate will be highly detail oriented and organized, process- and efficiency-focused, looking for new challenges, and understands and supports the RCD's work. This is a permanent position with the potential for advancement into leadership as the RCD grows.

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.

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

is a local government special district that assists the public and landowners 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, accounting or a related field.
- 1-3 years of general accounting experience, preferably with Quickbooks

- 1-3 years' experience with payroll, accounts receivable, and accounts payable
- Excellent attention to detail and accuracy in entering financial data
- Proficiency with Microsoft Office 365 Suite and Quickbooks
- Organized, efficient and able to meet deadlines
- Strong written and verbal communication skills
- Ability to prioritize tasks and communicate priorities to coworkers
- Team player who understands the importance of the RCD's work and strives to support the executives and project managers
- 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)
- Some flexibility with 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 "Accounting Specialist". Candidates are encouraged to describe any relevant experience that may not show up in a resume in the cover letter or separate document. Interviews will be arranged through Zoom beginning August 21; 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>.