



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

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[www.SonomaRCD.org](http://www.SonomaRCD.org)

## **Job Opportunity: Program Accountant**

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California

**Status:** Non-Exempt/ 0.75 FTE (30 hours/week)

**Posting Date:** November 9, 2018

**Estimated Start Date:** December 2018/January 2019

### **Organizational Background**

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local special district empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD is almost exclusively grant and contract funded with a small amount of local property tax leveraged into millions of dollars each year. The RCD has a budget of \$3.2MM and a team of 14 with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at: [www.sonomarc.org](http://www.sonomarc.org).

### **Position Summary**

The Program Accountant position is a great opportunity for someone who enjoys complex accounting, financial analysis, and wants to work for a mission driven organization. Reporting to the Director of Finance, the Program Accountant provides oversight of the accounts receivable function and works closely with fiscal and program staff to ensure sound financial management of awards, compliance with funding source guidelines, and effective delivery of the RCD's programs.

### **Essential Functions**

- Work closely with program staff on proposal budget development, analysis, modifications, amendments, and closeouts.
- Maintain grant and contract financial records and database.
- Prepare all monthly/quarterly grant and contract invoices with supporting documentation.
- Ensure timely submission and collection of receivables and processing of reimbursement drawdowns.
- Monitor individual grants, contracts, and related transactions for compliance with applicable federal, state, local, and private funder guidelines and regulations.
- Prepare financial and compliance reports to funding sources.

- Reconcile financial statements to budgets and provide program staff with monthly budget vs. actual reporting.
- Track and review match fund requirements and progress on a monthly basis.
- Assist program staff with subrecipient monitoring, including review of contracts, amendments, and invoices.
- Serve as the point of contact for staff and funders regarding financial management of awards.
- Assist with expense allocations and the monthly close process, including adjusting journal entries and balance sheet reconciliations.
- Participate in the development and improvement of internal controls, fiscal policies and procedures.
- Support the annual budget process and financial audit.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Required Qualifications, Knowledge, and Abilities**

- Bachelor’s degree and a minimum of three (3) years of progressive experience in grant/government contract accounting.
- Working knowledge of fund accounting, GAAP, and OMB Uniform Guidance.
- Highly proficient in Quickbooks and MS Office with advanced Excel skills.
- Demonstrated experience with creating budgets, forecasts, and financial reports.
- Skilled in presenting financial information in an understandable manner to fiscal and non-fiscal audiences.
- Ability to interpret, implement, and communicate the complex laws, regulations, and policies of diverse funding sources.
- Strong analytical and reconciliation skills.
- Exceptional verbal, written, and interpersonal communication skills.
- Self-starter with high dependability, keen attention to detail, and passion for data integrity.
- Ability to juggle competing priorities, adapt to organizational needs, and remain highly organized in a dynamic, team-oriented work environment.

#### **Preferred Qualifications, Knowledge, and Abilities**

- Educational emphasis in accounting or business.
- Intermediate Microsoft Access skills.
- Knowledge of contract administration methods and procedures.
- Passionate about the conservation of natural resources.

#### **Work Environment**

Work is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

**Physical Requirements**

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Some bending, lifting up to 30 lbs., and grasping.

**Compensation/Benefits**

Compensation is commensurate with experience. The RCD's benefits package includes medical, dental, vision, and life insurance; a SIMPLE IRA retirement plan with employer match; paid time off and holiday leave; and an employee assistance program.

**How to Apply**

Please submit cover letter, resume, salary requirements, and three (3) references to [apettit@sonomarc.d.org](mailto:apettit@sonomarc.d.org) with "Program Accountant" in the subject line. This position will remain open until filled. **To be considered with the first round of applications, please submit materials no later than 5:00 PM Pacific Standard Time on November 30, 2018. No phone calls please.**

*Sonoma Resource Conservation District is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.*