



Job Description Bookkeeper/Office Manager

Work Location: Point Reyes Station, CA or hybrid/remote work location as approved by Marin RCD

Status: Part Time (10-16 hours per week)

Salary: \$25-30/hour (dependent on experience)

Our Mission

To conserve and enhance Marin's natural resources, including soil, water, vegetation and wildlife. It is our belief that the health of the county's natural landscape is dependent upon a robust agricultural economy and the active preservation of our agricultural heritage. In addition, it is our firm conviction that the agricultural productivity of the county is dependent upon the diligent application of practices which conserve and enhance our natural resources. The benefits of our program extend from individual landowners, to the immediate community and the public at large.

Position Summary

The Bookkeeper will work alongside Marin Resource Conservation District (MRCD) program managers and is responsible for all aspects of invoicing local, state and federal grants. The Bookkeeper will manage accounts receivable/payable and work closely with the MRCD Fiscal Manager in supporting the District's commitment to excellence, transparency, and fiscal accountability. The Bookkeeper reports to the Executive Director.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Essential Functions

Accounting

- Coordinate, prepare and monitor grant invoicing, reimbursement requests and other documents for completeness and accuracy;
- Compile and work with MRCD and agency staff to submit all required financial reports to the appropriate government agency, organization or entity in a timely manner;
- Manage, record and process vendor invoices for payment;
- Maintain books of account (including but not limited to preparing payables, coding and posting invoices, preparing deposits, journal entries, reconciliations);
- Assist with budgeting and financial reporting
- Assist with payroll processing, timekeeping, travel and expense claims;
- Assist with the maintenance of employee records;
- Perform bank reconciliations;
- Manage accounts receivable/payable;
- Utilize Quickbooks accounting software;
- Generate 1099 and W-2 forms and reports;
- Maintain an accurate and complete trail of supporting documentation for all bookkeeping activities;

Admin/Office Operations

- Prepare Board meeting minutes;
- Manage and oversee administrative tasks in the office, as needed;
- Coordinate and schedule appointments, meetings, and events;
- Prepare and distribute correspondence, memos;
- Maintain office supplies and equipment inventory

Required Qualifications, Knowledge, and Abilities

- Highly proficient in using software (QuickBooks, Excel, MS Office, Outlook)
- Strong knowledge of financial concepts and budgeting processes
- Excellent organizational and time management skills
- Attention to detail and accuracy in data entry and record keeping
- Ability to handle confidential information with integrity
- Effective communication skills, both written and verbal
- Ability to multitask and prioritize tasks effectively
- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- Ability to apply sound knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- Comfort and willingness to work with diverse opinions and perspectives in a collaborative, team-oriented work environment.
- Ability to communicate effectively and harmoniously to convey information and instructions to colleagues, Board members, and the public.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

Preferred Qualifications, Knowledge, and Abilities

- Experience working with a variety of public, nonprofit, and private organizational structures is highly desirable.
- Knowledge of grant invoicing.
- Notary services a plus.
- Passionate about agriculture and the conservation of natural resources.

Work Environment

Work is performed in an indoor setting including:

- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets OR
- An option to work remotely with occasional office visits.

Physical Requirements

Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person, and near and far visual acuity for expansive reading, computer operation, and editing of documents. Driving required for local travel.

Benefits:

Benefits include: State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with employer match up to 10% of compensation. The District provides pro-rated Marin County holidays, paid time off, health and dental insurance stipends. Eligible for annual 3% raises and pro-rated professional development stipend.

To Apply:

Send resume and cover letter to nancy@marinrcd.org by Friday, February 2, 2024 (5:00 pm PST).

The Marin RCD 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.