



## **Financial Assistant**

*Anticipated start date, July 2022*

The Sierra Institute for Community and Environment seeks a qualified individual to fill the position of Financial Assistant. In cooperation with the Financial Manager, the selected candidate will assist in the execution of the organization's bookkeeping functions, including grants management and related financial reporting. The selected candidate will work under the direct supervision of the Sierra Institute's Financial Manager, and will work closely with program staff on identified grants, agreements, and contracts. The ideal candidate is proficient with financial accounting software and non-profit accounting principles, and possesses grant management and payroll experience. Consideration will be given to those with a demonstrated ability to acquire and learn new skills. ***Review of applications will begin on June 20<sup>th</sup>, position open until filled.***

### **Job Duties**

- Manage all aspects of day to day bookkeeping processes for selected grants, agreements, and contracts as needed;
- Prepare grant invoices and reports for Program staff;
- Track grant matching funds as necessary based upon individual grant requirements;
- Produce monthly, quarterly, and annual financial reports, including standard financial reports, budget vs. actual reports, and grant-specific financial reports;
- Process and pay all grant expenses in a timely manner;
- Process time tracking data for employees with hours billable to grants and execute related monthly payroll activities;
- Prepare W2's, W9's and other end-of-year employee and contractor paperwork;
- Be available for annual audit and produce necessary paperwork and reporting;
- Adhere to Sierra Institute's organizational accounting policies and procedures, in addition to accounting procedures stipulated by grantors.

### **Qualifications**

#### **Required**

- Undergraduate degree in accounting (or related field) or two years' combined work experience in a bookkeeping, grant management, or financial management;
- Excellent MS Excel and data management skills;
- Experience with financial reporting, preferably for grant-funded activities;
- Ability to work both independently and in teams in an open work space;
- Adaptable to a changing work load, including assisting others with tasks as needed;
- Detail-oriented, organized, and able to work well on simultaneous tasks;
- Excellent written and verbal communication skills;
- Ability to problem solve and exercise sound judgement.



## Qualifications

- *continued*

### Preferred

- Proficiency with QuickBooks for Nonprofits or similar financial accounting software;
- Familiarity with nonprofit accounting principles or willingness to learn;
- Experience working for a nonprofit, including multi-fund accounting and associated grant tracking and reporting, especially for State and Federal agencies;
- Experience living and/or working in a rural setting.

## More Details

### About the Sierra Institute

The Sierra Institute promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our work is grounded by the concept of triple bottom line values, supporting initiatives that simultaneously benefit the environment, economy, and equity within a given landscape.

### Location

Sierra Institute is located in Taylorsville, CA (population 154), and lies within an area referred to as “Indian Valley” that includes the communities of Greenville and Crescent Mills. Indian Valley offers uniquely rural community events and is surrounded by many outdoor recreation opportunities such as hiking, biking, and climbing within area public lands including Plumas National Forest, Lassen National Forest, and Lassen Volcanic National Park.

### Compensation

Salary commensurate with experience and includes opportunities for advancement. The expected salary range is between \$45,000 and \$50,000 per year. The Sierra Institute maintains an extensive benefits package, including health and dental benefits. The incumbent will also be eligible for paid holiday, vacation, and sick leave consistent with Sierra Institute’s organizational policies.

## How to Apply

Please send your cover letter, resume, and contact information for three references as **one PDF** to [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us) with “Financial Assistant” in the subject line. Position is open until filled, **review of applications will begin on June 20<sup>th</sup>**. Please call (530) 284-1022 with questions.