



## **Entry Level Staff Accountant**

*Anticipated start date: immediately*

The Sierra Institute for Community and Environment seeks an enthusiastic individual to fill the position of Entry Level Staff Accountant. In cooperation with the organizations accounting team and external Certified Public Accountant, the selected candidate will assist in the execution of the organization's accounting functions, including accounting software implementations, grant financial management, payroll allocations, accounts payable, accounts receivable, 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 will have an interest in learning the critical components of the accounting cycle and how they are tailored to fit the needs of a not-for-profit organization. Some experience with bookkeeping or data management is a plus, but not required. This position is a fantastic start to a career in not-for-profit accounting and project management; illustrating a level of understanding of financial systems and processes builds a foundation for future career aspirations.

***Review of applications will begin July 10th; position open until filled.***

### **Job Duties**

- Assist with all aspects of day-to-day bookkeeping processes for selected grants, agreements, and contracts as needed;
- Prepare documentation for grant invoices and reports;
- Process grant expenses in a timely manner;
- Process time tracking data for employees with hours billable to grants and execute related monthly payroll activities;
- Assist with W2's, 1099's and other end-of-year employee and contractor paperwork;
- Assist with the preparation for required audit processes;
- Adhere to Sierra Institute's organizational accounting policies and procedures, in addition to accounting procedures stipulated by grantors.

### **Qualifications**

#### **Required**

- Associate degree in accounting (or related field) or two years' combined work experience in a bookkeeping and/or grant management function;
- Ability to work both independently and in teams in an open work space;
- Adaptable to a changing workload, including assisting others with tasks as needed;
- Organized, and able to work well on simultaneous tasks;
- Excellent attention to detail and accuracy;
- Excellent written and verbal communication skills;
- Ability to problem solve and exercise sound judgement;

## Preferred

- Experience 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. This position’s work location is flexible, with a hybrid-remote working option available.

### Compensation

Salary commensurate with experience and includes opportunities for advancement. The starting hourly range is between \$20.00 and \$30.00 per hour (\$41,600 to \$62,400 per year), depending on experience. The Sierra Institute maintains an extensive benefits package, including paid holiday, vacation, and sick leave, health, dental and vision benefits, and a 403(b)-retirement contribution match. The incumbent will be eligible for benefits consistent with Sierra Institute’s organizational policies.

### How to Apply

Please send your cover letter, resume, and contact information for two references as **one PDF** to [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us) with “Entry Level Staff Accountant” in the subject line.

Position is open until filled; **review of applications will begin July 10<sup>th</sup>**.

Please call (530) 284-1022 with questions.