Big Sur Land Trust is hiring a new

Senior Accountant

(Posted November 2026)

Big Sur Land Trust (BSLT) is seeking a collaborative, detail-oriented **Senior Accountant** to support accounting, payroll, financial reporting, and employee compensation administration. This position maintains accurate financial records, processes payroll, supports audits, and administers payroll-related employee records to help ensure the organization's financial integrity.

Join our team in advancing Big Sur Land Trust's mission:

> *Big Sur Land Trust's mission is to conserve our unique Monterey County landscapes, inspire love of land across generations, and promote access to outdoor experiences for all.*

Job Detail	
Position Title:	Senior Accountant
Department:	Finance
Reports To:	Director of Finance
Location:	Monterey, California
Status:	Full-Time, Exempt, In-person
Compensation:	$72,000–$79,000 annually
Job Duties	
General Description	The Senior Accountant is responsible for payroll, benefits processing, and accounts payable. This position serves as the primary administrator for payroll-related transactions and works closely with colleagues across the organization. The ideal candidate is highly organized, exercises discretion with confidential information, and thrives in a collaborative nonprofit environment.
Examples of Primary Duties:	**Payroll, Benefits & Retirement Administration** • Process bi-monthly payroll accurately and on time. • Administer employee setup and maintenance in payroll systems, including I-9 documentation, W-4 elections, direct deposit authorizations, compensation changes, and payroll deductions. • Maintain records in Paychex, Timeneye, and related systems; process status changes, adjustments, and separation payments. • Maintain compliant payroll records and prepare payroll and year-end reports. • Establish and maintain retirement contributions through Vanguard. • Process benefit deductions, retirement changes, enrollments, qualifying events, and terminations. • Reconcile payroll-related benefit and retirement accounts and process employee deductions and employer contributions. • Support annual open enrollment by updating payroll deduction elections. **Partnership with People & Culture** • Collaborate on onboarding, offboarding, employment, compensation, benefit, and retirement changes. • Process payroll and benefits information provided by People & Culture and support reporting, audits, and employee data reviews. • Maintain confidentiality of employee information and financial records. **Accounts Payable & Employee Expense Cards** • Manage accounts payable. • Administer employee expense cards. • Process cash receipts; prepare and post journal entries.

	Financial Operations • Reconcile bank accounts, credit cards, and general ledger accounts. • Support monthly, quarterly, and year-end closes, financial reports, analyses, budgets, and recordkeeping. • Support annual audits, auditor requests, grant tracking, reporting, compliance, and internal controls.

Accountabilities	
• Accurate and timely payroll processing. • Accurate employee setup and maintenance in payroll and financial systems. • Accurate administration of payroll deductions and retirement contributions. • Timely completion of account reconciliations. • Compliance with payroll, accounting, and financial reporting requirements. • Successful support of annual audits and financial reporting activities. • Strong customer service and responsiveness to internal stakeholders.	
Qualifications	
Knowledge and Skills	**Required Qualifications** • Associate's degree in Accounting, Finance, Business Administration, or a related field; equivalent experience may be considered. • At least two years of progressively responsible accounting, bookkeeping, payroll, or finance experience. • Experience processing payroll and maintaining payroll records. • Strong proficiency in Microsoft Excel and Microsoft Office applications. • Strong attention to detail, accuracy, organization, and time management. • Ability to handle confidential information with discretion. • Strong written and verbal communication skills and the ability to work independently and collaboratively. **Preferred Qualifications** • Bachelor's degree in Accounting, Finance, Business Administration, or a related field. • Nonprofit and fund accounting experience, including restricted grant funding. • Experience with Paychex, Timeneye, Vanguard, or comparable systems. • Knowledge of California payroll and employment regulations. • Advanced Excel skills, including PivotTables, lookups, and financial reporting tools.
Physical/Mental Work Demands:	• Ability to work at a computer for extended periods. • Ability to occasionally lift up to 25 pounds. • Ability to attend occasional meetings, trainings, and organizational events.

Compensation & Benefits: The salary range is $72,000–$79,000, depending on qualifications and experience. Big Sur Land Trust is committed to fair, equitable, and competitive compensation practices. Starting pay is based on relevant experience, education, skills, certifications, internal equity, and alignment with position responsibilities. BSLT offers a comprehensive benefits package, including medical, dental, vision, and life insurance; a 403(b) retirement plan; paid vacation and sick leave; paid holidays; professional development opportunities; and an Employee Assistance Program, if applicable.

How to Apply: Please submit a resume and cover letter describing your qualifications and interest in the position to employment@bigsurlandtrust.org. The position will remain open until Mid-December.