



Big Sur Land Trust is hiring a new
Senior Accountant

(Posted December 2024)

Join Big Sur Land Trust (BSLT) as a Senior Accountant, where you will play a key role helping to support the financial reporting needs of our organization and the needs of our team. Join our outstanding team dedicated to nurturing talent and fostering a supportive, diverse work environment to achieve Big Sur Land Trust's mission:

Big Sur Land Trust is a non-profit organization with a mission to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures.

Job Detail

Job Title: Location: Status: FTE: Reports to: EEO:	Senior Accountant Monterey Office Full time and Exempt 100% Controller The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.
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Job Duties

General Description	The Senior Accountant is responsible for managing a wide range of accounting duties and coordinating payroll activities to support the finance department. This is an excellent opportunity for an accounting professional who is passionate about land conservation and possesses excellent administrative, organization, and communication skills.
Examples of Primary Duties:	<p><u>Finance/Accounting</u></p> <ul style="list-style-type: none"> • Ensures timely and accurate processing of accounts payable • Track and report financial activities by fund or program (fund accounting) • Track restricted and unrestricted funds, ensuring compliance with donor restrictions • Prepare grant financial reports • Collaborate with program managers to ensure alignment between program goals and financial resources • Performs monthly Journal Entry activities • Performs monthly bank and credit card reconciliation processes • Reviews, audits, and processes employee expense reimbursements • Process cash receipts • Performs monthly reconciliation between accounting system and CRM system • Support annual audits by preparing necessary documentation and reports • Stay informed about changes in nonprofit tax laws and accounting regulations • Assist in creating and monitoring annual budgets • Maintains accounting department files and records • Assists with special accounting projects as needed • Performs other related duties as assigned by management <p><u>Payroll</u></p> <ul style="list-style-type: none"> • Process bi-monthly payroll and performs all payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit.

Accountabilities

The Finance and Payroll Specialist is accountable for delivering the following results:

- High level of accuracy.
- Exceptional written and verbal communication skills
- Work collaboratively across the organization
- Adhere to BSLT's Values and Guiding Principles

Qualifications

Knowledge and Skills•

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:

- Bachelor's Degree in Accounting or equivalent
- Two years of related experience
- Non-Profit experience
- Knowledge of tax-exempt status regulations and compliance requirements.
- Fund and Grant accounting experience
- Strong command of Excel spreadsheets
- Proficiency with debits, credits, and the ability to design double-entry accounting journal entries.
- Proficient in other Microsoft Suite of applications
- Proficiency in Paychex Payroll and Non-Profit accounting software a plus
- Strong organizational, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Acute attention to detail
- Strong interpersonal skills

Physical/ Mental Work Demands:

- Frequently required to read technical information and work on a computer
- Frequently required to sit and stand.
- Occasionally required to lift items less than 25 pounds
- Ability to participate in outdoor functions
- Valid driver's license

Compensation & Benefits: The annual salary range is **\$70,000-\$82,000**, depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b)retirement plan, paid holidays, vacation, and sick leave.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start.
3. Please E-mail the completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org