



**sacramento valley  
conservancy**

*open space. for all.*

## **Administrative & Accounting Assistant Job Description**

### **Background**

The Sacramento Valley Conservancy (SVC) was established in 1990--the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational and habitat purposes. SVC has protected over 18,000 acres of land including regional trail systems, vernal pool preserves & oak woodlands. SVC is governed by a twelve-member Board of Trustees, and has five full-time staff, four part-time staff, more than 50 dedicated docents, hundreds of volunteers and various consultants.

### **Responsibilities**

The Conservancy's Administrative & Accounting Assistant assists the Administrative Director, Executive Director, Acquisition Director and Stewardship Director with duties, as needed, including payroll and human resources tasks, among others, and assists the Administrative Director with keeping daily track of the organization's finances and with producing financial reports for the Board of Trustees, staff and consultants, as necessary. The Administrative & Accounting Assistant also helps to maintain the donor database and coordinates with the Administrative Director and the Administrative/Communications/Marketing Assistant on donor recognition and newsletter production. The Administrative & Accounting Assistant also manages or supervises the management of volunteers for administrative duties at events. The Administrative (Accounting) Assistant reports to the Administrative Director on a daily basis. All SVC positions ultimately report to the Executive Director.

#### **I. Program Administration and Finance (60% of time)**

- Provide financial and administrative support to Administrative Director, Executive Director, Acquisition Director and Stewardship Director
- Pay bills
- Prepare deposits
- Prep accounts for reconciliation by the accounting consultant.
- Record donations on computer database program for various reports including fundraising status reports for Board and staff
- Develop financial reports for Board of Trustees, staff and consultants, on an as needed basis, including annual property financial reports related to endowment use
- Work with staff to ensure accurate and current financial reports
- Keep separate track of dedicated funds and their interest

- Assist Administrative Director with reports /figures /items needed for the auditor on production of required annual Federal (990) and State (199 and RRF-1) forms
- Review and provide support for development of annual budget
- Coordinate with payroll service
- Handle employee timesheets, hiring paperwork, insurance and other misc. human resource matters.

## **II. Fundraising and Events (20% of time)**

- Assist with donor mailings or supervise those who are
- Handle event registration and assist, as needed, with events, including managing volunteers, or supervise those who are
- Work with staff and consultants to ensure accurate and current donor data systems, and supervise those who are
- Produce annual donor report
- Assist Executive Director with donor recognition

## **III. Public Outreach (20% of time)**

- Assist the Administrative/Communications/Marketing Assistant with database maintenance for newsletter and other mailings as needed
- Assist staff with newsletter production and mailing as needed
- Assist staff with distribution or mailing of promotional materials
- Respond to inquiries from the public, as needed

Other duties as assigned.

## **Qualifications**

- Background in bookkeeping/accounting, administrative and human resource duties and customer service. Generalists with expertise or experience in a variety of these areas will be preferred, as will people with experience with nonprofits or land trusts.
- Good communication (written and oral) and organizing skills. Computer skills necessary, especially bookkeeping and database management. QuickBooks Online will be used for bookkeeping.
- A self-starter with a proven track record of achievement.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence.
- Good communication (written and oral) and organizing skills.
- Willingness to enlist and work with volunteers.
- A genuine interest and enthusiasm for private voluntary land conservation
- Current CPR certificate (post-hire, if needed).
- Valid driver's license.

**Compensation**

This is budgeted as a three quarters to full-time position. Compensation is paid by actual hours worked during each pay period. Time will fluctuate during the year, depending on project activity. Flexible hours and benefits package, includes 403b retirement account, medical benefits, worker's compensation, and state disability.

Please email a cover letter, resume and contact information for three references to [khopkins@sacramentovalleyconservancy.org](mailto:khopkins@sacramentovalleyconservancy.org) with "**Administrative & Accounting Assistant**" in the subject line. Applications are only accepted electronically. No phone calls please. The position is available 5/18/2018 and is open until filled. The Sacramento Valley Conservancy is an equal opportunity employer.