



## Accounting Manager

**What does your accounting acumen and a love of redwood trees have in common? . . . the Accounting Manager position at Save the Redwoods League! If you want to make a difference in the work you do, read on to explore joining our team.**

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org).

The Accounting Manager performs a variety of professional accounting functions including fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award grant accounting and reporting, and monitoring compliance with required deliverables. This individual reports to the Controller.

**Salary Range:** \$96,726 - \$100,842

**Work Location:** This position will start off working in our SF office on a hybrid schedule of approximately 2 days a week on-site and 3 days a week remotely. Please know this schedule may change down the road.

**Benefits:** We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, life insurance, and a generous 401k match!

### **Essential Duties and Responsibilities:**

#### ***Government Grant Management:***

- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution, reconciliations, re-budgeting and grant closeout functions
- Assist project team with financial inquiries, budget vs actual analysis, need for budget modifications, etc
- Ensure all internal controls and federal compliance policies are maintained
- Support the annual Single Audit requirement for federal grants

#### ***General Ledger Activities:***

- Reconcile general ledger accounts by researching, collaborating, and communicating with others inside and outside the organization; generate journal entries, roll-forward schedules, and internal audits:
  - Pledges and contributions from donors
  - Cost reimbursement grants from donors and government agencies
  - Monthly audits of gifts over \$10,000 and quarterly sample audits of gifts under \$10,000
  - Bank reconciliations
  - Processing of stock gifts

- Other accounts as assigned
- Cash receipts management
- Support the annual audit and tax return work

**General:**

- Develop and maintain positive relationships with internal staff, funding agencies, and collaborating organizations.
- Maintain chart of accounts and accounting policies and procedures
- Provides support for Finance and Investment, Audit, and 401K Committee meetings
- Provides support to Finance department including back-up support for other accounting positions and functions as needed, such as for vacation breaks

**Qualifications:**

- Bachelor's Degree in Business or equivalent work experience; academic major in accounting or finance strongly preferred
- A minimum of five years of directly related experience is required; three years' experience with MIP Fund Accounting or similar accounting software
- Strong understanding of *Generally Accepted Accounting Principles* (GAAP), especially with regards to nonprofit revenue recognition
- Nonprofit experience preferred
- Experience with Every Action and other development database experience a plus
- Experience using Adaptive Insights preferable
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Access), Outlook, Teams and SharePoint, preferred
- Highly organized with excellent project management skills, including the ability to establish and monitor priorities, maintain flexibility, and meet deadlines in a fast-paced setting; able to handle multiple complex tasks with stringent time constraints
- Self-starter, able to work independently as well as in a team, with a track record of collaborating successfully with others
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment, receptive to changes and challenges
- Strong organizational skills with a high degree of accuracy and attention to detail
- Experience in designing systems and adapting procedures and processes
- A strong commitment to the mission of Save the Redwoods League
- Personable with a good sense of humor is a plus
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

**Working Conditions:**

- Regularly sits at a desk or computer workstation
- Frequently moves about the office to coordinate work and collaborate with colleagues
- Occasional evening and weekend work required
- Occasionally lifts, carries, moves and positions objects weighing up to 30 pounds

TO BE CONSIDERED:

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with “**Accounting Manager**” in the subject line.

*Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.*