



## Non-Profit 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. 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.

- **Compensation:** \$96,726 - \$100,842; depending on experience
- **Work Location/Hybrid Work Schedule:** This position works in our SF office 2 days a week on-site and may work 3 days a week remotely, if desired.
- **Benefits:** We provide excellent benefits including 3 weeks accrued paid vacation per year, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, a generous 401k match, and more!

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).

### Essential Duties and Responsibilities:

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

- Performs grant-related post-award functions, budget and expense analysis, periodic invoicing, financial reporting, labor distribution, reconciliations, re-budgeting and grant closeout functions; cost reimbursement grants from donors and government agencies
- Assists project team with financial inquiries, budget vs actual analysis, budget modifications
- Ensures all internal controls and federal compliance policies are maintained
- Leads the annual Single Audit requirement for federal grants

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

- Reconciles general ledger accounts; researches, collaborates, and communicates with others inside and outside the organization; generates journal entries, roll-forward schedules, and internal audits
- Manages pledges and contributions from donors and monthly audits of gifts over \$10,000 and quarterly sample audits of gifts under \$10,000
- Records and tracks land transactions and timber revenue
- Manages investment account reconciliations and processing of stock gifts
- Manages cash receipts, bank reconciliations, short- and long-term debt management
- Supports the annual audit and tax return work

#### **General Activities:**

- Develops and maintains positive relationships with internal staff, funding agencies, and collaborating organizations
- Maintains 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

### Qualifications:

- A strong commitment to the mission of Save the Redwoods League
- 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; nonprofit experience preferred
- Three years' experience with MIP Fund Accounting or similar accounting software required; Every Action and Adaptive Insights, a plus
- Strong understanding of GAAP with regards to nonprofit revenue recognition
- Proficiency with MS Office Suite, Outlook, Teams and SharePoint, preferred
- Highly organized with excellent project management skills, with 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; receptive to changes and challenges
- Self-starter, able to work independently as well as in a team
- Experience in designing systems and adapting procedures and processes
- 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
- Occasional evening and weekend work required
- Occasionally lifts, carries, moves and positions objects weighing up to 30 pounds

**To Apply:**

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

***NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!***

*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.*