



Save The Redwoods

L E A G U E

Accounting Manager

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.

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.

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; revenue allocation, generate journal entries, roll-forward schedules, and perform internal audits.
- Responsible for all tasks related to Revenue Management, such as, recording pledges, contributions, special event revenue, stock gifts, deferred revenue, biomass/timber revenue, government grants, etc.
- Performs monthly internal audits of gifts over \$10,000 and quarterly samples audits of gifts under \$10,000.
- Prepares Bank reconciliations.
- Performs cash receipts management.
- Records and reconciles other accounts and/or transactions as assigned
- 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 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 League's Diversity, Equity, and Inclusion values and commitments, as well as the League's cultural attributes – empowering, accountable, continuously improving, supportive and inclusive.
- 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.
- A strong commitment to the mission of Save the Redwoods League

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 apply, submit materials here: <https://savetheredwoods.bamboohr.com/careers>

Work Schedule:

This role is hybrid with a minimum of 1-2 days in our San Francisco Office, per week. For the first 3 months this position will be onsite more frequently for training. After 3 months, our weekly in office day is Tuesday (when everyone living in the SF Bay Area is required to come in). Additional days are based on business needs.

Compensation and Benefits:

As a full-time exempt employee, you will be eligible for full benefits which includes medical, dental, and vision insurance, three weeks of vacation annually plus holidays, and a 403(b)-retirement plan, currently with an up to 8% company match. We offer competitive salaries commensurate with experience; the hiring range for this position is \$90,000-95,000 per year.

Save the Redwoods League is fully committed to our Diversity, Equity and Inclusion Goals. The League welcomes candidates with diverse backgrounds and/or multicultural skillsets. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for this job and can persuasively make that case, we encourage you to apply.