



Bookkeeper

- Location:** BYLT office in Grass Valley, CA; work from home flexibility available
- Hours:** 30 - 35 hours per week; non-exempt, hourly employee
- Reports To:** Executive Director
- Supervises:** No direct reports
- Salary:** \$24 - \$28/hr; benefits include employer paid health insurance, 403b with employer match, generous vacation and paid time off, 16 holidays per year, and flex work schedule
- Deadline:** Open until filled, application closes June 1, 2022

Summary

Bear Yuba Land Trust (BYLT) is hiring a Bookkeeper to fill a key role in the organization, with principal responsibility for the systems and processes that support a dedicated and collegial staff committed to a common mission. Core responsibilities include ensuring that BYLT maintains an accurate and organized financial management system, complies with legal requirements, provides reliable data, and supports realistic projections of revenues and expenses. The Bookkeeper will work closely with the Management Team to maintain an infrastructure that supports each other's ability to work efficiently on grant and program development, implementation, and evaluation. The Bookkeeper will work to enhance internal systems to optimize productivity and minimize risk, and will provide program support to further BYLT's mission.

Primary Responsibilities

- 1) Record and manage accounts payable and accounts receivable
- 2) Semimonthly payroll through TSheets and Intuit Quickbooks Online Payroll
- 3) Cash flow reporting and management
- 4) Grant and job invoicing and tracking
- 5) Respond to requests for information
- 6) Expense and labor allocations
- 7) Responsible for preparation of and filing timely payroll tax deposits, payroll tax returns and Form 1099s
- 8) Monthly bank and other account reconciliations
- 9) Monthly and quarterly financial reports
- 10) Attend finance meetings
- 11) Annual budget
- 12) Provide financial information for annual member report
- 13) Sales tax tracking and payment
- 14) HR and administration duties as required
- 15) Manage annual external audit process & 990's

- 16) Manage release of restricted funds for projects and grants.
- 17) Operate as a primary or secondary contact person (as appropriate) for agents, contractors and vendors that include insurance carriers and financial institutions
- 18) Maintain appropriate, affordable insurance for business, directors and staff
- 19) Assist with the Re-accreditation process with Land Trust Alliance and ensure ongoing compliance with Land Trust Alliance Standards & Practices
- 20) Other
 - Participate as a member of the Finance Committee
 - Participate in staff and Board meetings
 - Other duties as assigned

Required Qualifications

Personal qualities and professional capabilities must include the following:

- Relevant previous experience in nonprofit finance and operations including bookkeeping, with small or medium sized organizations
- Familiarity with accounting software (QuickBooks Online), timesheet system (QuickBooks Time), and donor management software (Salesforce)
- Practical knowledge of employment regulations at the state and federal level
- Time management skills that balance flexibility and responsiveness with adherence to deadlines
- Record of integrity, discretion, confidentiality, and ethical decision-making
- Ability to work independently with a high level of accountability and attention to detail
- Strong interpersonal skills, diplomacy, patience, and a sense of humor
- A commitment to excellence, teamwork, continuous learning and creativity
- Undergraduate degree in Finance, Accounting, Non-Profit Management, or related field is preferred. Work experience can substitute for degree.

Additional Qualifications: Candidate must be able to thrive within a small nonprofit office environment and demonstrate a passion for BYLT's mission.

How to Apply:

Interested applicants should submit a cover letter, resume, and three professional references via email to info@bylt.org. Application reviews begin immediately with a tentative close on June 1, 2022.

BYLT is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.