The Elkhorn Slough Foundation is looking for a skilled, positive individual to join our team and provide bookkeeping and administrative support.

The Elkhorn Slough Foundation (ESF) is a mature non-profit organization and an accredited Land Trust dedicated to conserving and restoring the Elkhorn Slough and its watershed. Elkhorn Slough is an extraordinarily rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. ESF has directly conserved over 4,000 acres of land and waters in the Elkhorn Slough watershed. The Foundation works closely with the California Department of Fish and Wildlife as a partner in the Elkhorn Slough National Estuarine Research Reserve and maintains active public programs.

The Bookkeeper is responsible for a range of administrative and accounting functions including processing vendor invoices and payments, reconciling accounts, processing payroll and producing accounting reports. Additionally, this role supports administrative tasks in the Development team by maintaining the donor database and producing development reports. This position is approximately 35 hours per week and reports to the Administrative Director. Duties will include but are not limited to the following:

**Bookkeeping**

- Process accounts payable and accounts receivable accurately tracking a variety of income streams.
- Prepare monthly reconciliations. This could include bank accounts, credit cards and investment accounts.
- Prepare accurate detailed reports for grant billing and tracking for a variety of state and federal grants.
- Ensure compliance with GAAP (Generally Accepted Accounting Principles).
- Other routine bookkeeping duties as necessary.
- Provide support for Administrative team and for annual audit preparation.
- Review timesheets and process payroll utilizing online payroll application.
- Track and manage employee benefits and allocations.
- Prepare and distribute 1099s to vendors.
- Generate monthly grant reports and billing.

**Administrative Support**

- Maintains membership/donor database including data entry,
- Generates membership renewals, acknowledgment letters, and other development correspondence pieces.
- Prepares weekly donation deposit report.
- Seeks efficiencies in data management including coding system.
- Maintains and updates Constant Contact database.
- Assists with special projects as necessary.

**Required Qualifications**

- At least 4 years of bookkeeping experience
- Highly proficient in QuickBooks and building reports and utilizing classes.
- Knowledge of accounting principles and procedures.
- Detail oriented and ability to efficiently manage multiple projects concurrently
- Experience managing and processing payroll.
- Excellent interpersonal and customer service skills.
- Attention to detail and accuracy.
- Advanced proficiency with Excel.
- Familiarity with or ability to quickly learn new computer programs including online database management and online communications software.
- Strong skills in Microsoft Office with experience using mail merge.
- Experience working with databases in a nonprofit setting.
- Ability to work effectively as a team member as well as independently.
- Must successfully complete a background check

Preferred Qualifications:
- Spanish Speaker

Work Environment: Schedule is primarily Monday – Friday between 9:00 and 5:00. Some weekend work will be required at times. Due to current work COVID-19 work restrictions, remote work will be considered. Ideal candidate will need to work in the Elkhorn Slough Foundation office 1 to 2 days a week and up to 4 days once COVID restrictions are lifted. This is primarily an office position and will require comfort and ability to utilize a computer regularly.

Benefits Include: Employer paid health, dental, vision and 403(b) retirement plan opportunity

Elkhorn Slough Foundation office is currently closed due to COVID-19, paper documents will not be available or accepted. Initial application review will be December 21, 2020. Position open until filled.

Elkhorn Slough web site: www.elkhornslough.org

The Elkhorn Slough Foundation is an equal opportunity employer