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, protecting the cultural, historical and natural resources in and around Monterey and Santa Cruz County. ESF works to provide economic opportunities and recreational access to the natural resources throughout our community. 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 Elkhorn Slough Foundation is seeking a Full Charge Bookkeeper to join the small and mighty ESF Team to provide a range of administrative and accounting functions. The ideal candidate will have prior experience with nonprofit accounting including, but not limited to: processing vendor invoices and payments, reconciling accounts, processing payroll, grant fiscal reports. This role supports the Development team by ensuring information is entered and correctly recorded into organizational donor database, reconciling deposits and producing development reports. If you are nimble, dedicated and looking for diverse and impactful work, we encourage you to apply. Duties will include but are not limited to the following:

**Bookkeeping**
- Process accounts payable and accounts receivable accurately tracking a variety of income streams, through nonprofit fund accounting. Currently utilizing QuickBooks Desktop.
- Track $3M to $5M in State and Federal grant expenditures. Prepare detail grant expense reports for grants manager, by funding source and program.
- Recognize revenue and organizational indirect income
- Prepare monthly reconciliations. Including, but not limited to bank accounts, investments, fixed assets, prepaid expenses, and accrued liabilities.
- Prepare accurate detailed monthly reports for grant billing and tracking for a variety of state and federal grants.
- Ensure compliance with GAAP (Generally Accepted Accounting Principles).
- 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.
- Prepare and analyze Board Finance reports and presentation.
- Other routine bookkeeping duties as necessary.

**Administrative Support**
- Maintain and reconcile membership and donor gift entry and prepares weekly donation deposit report.
- Seeks efficiencies in data management including coding system.
- Maintains and updates mailing and Constant Contact database.
- Assists with special projects as necessary.
Required Qualifications

- At least 4 years of bookkeeping experience in either not-for-profit or governmental industries. Experience in cost accounting will also be considered.
- Highly proficient in QuickBooks and building reports and utilizing classes for tracking programs and contributed revenues.
- Knowledge of accounting principles and procedures.
- Strong analytical skills
- 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.
- 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

Job Details:

- **Hours**: Full-time Employment between 30 and 35 hours weekly
- **Work Environment**: The ESF Office is located on the campus of the Elkhorn Slough National Estuarine Research Reserve. The 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 for the foreseeable future. The ideal candidate will need to work in the Elkhorn Slough Foundation office a minimum of 2 to 3 days a week.
- **Physical Environment**: This is primarily an office position and will require comfort and ability to utilize a computer regularly.
- **Benefits Include**: Employer paid health, dental, vision insurance. TIAA 403(b) Retirement Plan with 5% employer contribution. Flexible Health Spending Account. Paid holidays, vacation and sick time.
- **Pay Rate**: $28 - $32 per hour

COVID Guidelines: Elkhorn Slough Foundation works to maintain a policy to ensure the health and safety of the employees, volunteers, vendors and stakeholders that work with the organization. We ask employees to provide a self-attestation of their current vaccination status. Elkhorn Slough Foundation follows Public Health Guidelines from Monterey County.

To Apply: ESF encourages individuals to submit their resume and cover letter electronically through our website. Initial application review will be January 5, 2022. Position open until filled.

The Elkhorn Slough Foundation is an equal opportunity employer. We encourage individuals from all backgrounds, including BIPOC and LGBTQ+ communities to apply. Elkhorn Slough web site: www.elkhornslough.org

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