



Job Title: Accounting Clerk

Department: Accounting

Reports to: Senior Accountant

Organizational Summary:

River Partners is a private, non-profit corporation. Our main office is located in Chico, California, with satellite offices in Turlock and Chula Vista. Our mission is to create wildlife habitat for the benefit of people and the environment.

Position:

The Accounting Clerk will be based in River Partners' Chico Office. The Accounting Clerk will be responsible for accounts payable, payroll processing, and process equipment logs. The Accounting Clerk works closely with the Senior Accounting Manager.

Duties: Key responsibilities include but are not limited to:

Accounts Payable

- Communicate with managers and staff to insure submission of all invoices and receipts
- Review submitted invoices and receipts for proper approval and reasonableness of transaction
- Accurately post invoices and receipts to proper time periods, cost centers, and accounts
- Prepare accounts payable for check processing

Payroll Processing

- Assure that timesheet system functions properly
- Summarizes timesheet information into a payroll worksheet

Process Equipment Logs

- Summarize equipment logs on a monthly basis.

Finance Team Participation

- Contribute ideas and analysis to initiate and manage growth
- Assist in managing the company finances to efficiently complete the company mission, develop financial capacity, and maintain financial stability
- Assist in maintaining accounts in accordance with federal and state regulations
- Participate in annual and long-range planning that initiates and manages change
- Recognize and develop new opportunities

- Prepare necessary loan and vendor account applications

Skills & Qualifications:

Excellent written communication skills

Knowledge of generally accepted accounting principles and OMB circulars

Familiarity with cost accounting

10-key and MS Excel abilities required

Ability to establish and maintain effective and professional working relationships with employees, vendors, and project partners

Ability to develop feasible realistic solutions to problems, recommending actions designed to prevent problems from occurring

Show good judgment in identifying and handling confidential information

Capable of working independently

Knowledge of Microsoft Dynamics SL not required, but preferred

Education and/or Experience

B.A. in Accounting or related field and a minimum of 3 years experience in an accounts payable and project billing position or equivalent.

Term

This is an at-will position. Full-time, permanent position.

To Apply:

Email (1) cover letter (2) complete CV/resume, and (3) references to Mona Dagy at info@riverpartners.org. Please put Accounting Clerk-“Your Name” in the subject line. No phone calls. The deadline is Sept 6th.

For full job posting, please see <http://riverpartners.org/about/job-openings.html>