



## Staff Accountant II

**Title:** Staff Accountant II  
**FLSA Status:** Exempt  
**Reports to:** Director of Finance  
**Location:** Chico/Sacramento  
**Pay Scale:** \$67,000.00 - \$73,000.00

### Who We Are

A tenacious nonprofit founded in 1998; River Partners brings life back to California rivers. We advance an innovative model of conservation that harnesses the power of restored riverways to create a thriving future for the states' environment and communities. We revive and reconnect entire river landscapes, critical wildlife corridors, and vast ecological regions across California. We achieve this bold pace and scale of restoration by blending modern farming practices, cutting-edge science, and diverse alliances. Each year, we plant hundreds of thousands of native trees and vegetation across thousands of acres along California's most imperiled rivers.

### Why We Do It

Healthy rivers are essential for a vibrant California. They provide fresh water for growing our food, economy, communities, and wildlife found nowhere else. Rivers support more species and in greater numbers than any other ecosystem in California – making our state a worldwide biodiversity hotspot. Yet just 5% of our native riverside habitat remains. What's left needs reviving. The actions we take during this decade will decide California's future. With their exponential benefits for wildlife, natural resources, and communities, healthy rivers are critical for a flourishing Golden State for generations to come.

### Why Our Work Matters

Our work supports a range of wins for wildlife, flood safety, climate resiliency, water conservation, healthy communities, and local economies statewide. This includes supporting the recovery of dozens of imperiled species, boosting flood safety for communities in flood-prone regions, and growing California's climate resilience by planting more than 2.5 million trees that capture 1 million tons of greenhouse gases each year. We've led hundreds of major projects in more than 20 watersheds across nearly 17,000 acres throughout California. River Partners has restored more habitat along impaired California rivers than anyone else in the West.

### Position Description:

The Staff Accountant II works under the Director of Finance and is responsible for maintaining accurate records for accounts payable, accounts receivable, daily financial entries, and the general ledger. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and adjustments.

**Essential Functions and Responsibilities:**

- Perform month-end close processes including bank and credit card reconciliations and journal entries.
- Enter vendor invoices and manage accounts payable processes.
- Generate checks and process ACH payments.
- Assist in annual audit preparation including sending and tracking audit confirmations and coordinating between internal personnel and auditor. Support general audit efforts .
- Submit record daily deposits...
- Assist in preparing and analyzing financial reports to support decision-making and business planning.
- Assist in managing accounts receivable processes.
- Collaborate with cross-functional teams to streamline financial processes and improve operational efficiency.
- Assist in the development and implementation of accounting policies and procedures.
- Provide expertise in financial analysis, budgeting, and forecasting.

**Minimum Qualifications:****• Education:**

- Bachelor's degree in accounting, Finance, or related field required.
- CPA or progress towards CPA designation is preferred.

**• Experience:**

- 5 + years of experience in accounting or related field.
- Experience with accounting software (e.g., QuickBooks, SAP, Oracle) is highly desirable.

**• Skills:**

- Strong understanding of GAAP and financial reporting principles.
- Proficiency in Microsoft Excel and other Office applications.
- Excellent analytical, problem-solving, and organizational skills.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

**• Other:**

- Strong communication skills, both written and verbal.
- High level of integrity and commitment to ethical practices.

**Compensation**

Exempt position. Salary is commensurate with experience, anticipated to range between \$67,000.00 - \$73,000.00

River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, health insurance, and up to 4% 401(k) match on your contribution.

**Location**

This position will be based out of Sacramento or Chico, but a remote station may be considered pending proposed home office and applicant.

## To Apply

**Please submit a cover letter, resume, and contact information for three references to the link below**

[Careers at River Partners](#)

Review of applications will begin immediately and continue until this position is filled.

**Working Conditions/Physical Effort**

Overall: Standard office working conditions.

 Does this job have any travel requirements?  Yes 

Percentage of time spent traveling:

- 0-10%  
 10-25%  
 26-50%  
 >50%

Travel is by (check all that apply):

- Car  
 Airplane  
 Other: \_\_\_\_\_

**Describe the specific job duties that require the physical demands selected above:**

- Sitting at a desk and using a computer or copier.

 Does this job require that weight be lifted or force be exerted? If so, how much and how often?  
 Check the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to handle or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time--% of Work Week			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements



River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, marital status, pregnancy, disability, medical condition religion, age, military or veteran status, or any other protected group status or non-job related characteristic as directed by law.