



Project Accountant

Position Title: Project Accountant

Location: Chico, Sacramento, Colusa, or Modesto CA

FLSA Status: Full-time, Exempt

Reports to: Director of Grants

Pay Scale: \$70,000.00 - \$90,000.00

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, tenacious change-makers to meet the challenge head on. Join us!

Who We Are

River Partners brings life back to California rivers. We've revitalized more habitat along impaired California rivers than any other entity in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. We restore thriving native forests and ecosystems that support imperiled wildlife, improve flood safety, boost the state's climate resilience, replenish and improve freshwater resources, create open space for communities, and build stronger local economies. Since 1998, we have pioneered an innovative, entrepreneurial approach to conservation, combining modern farming, cutting-edge science, and diverse partnerships.

We are meeting the urgent need this decade to restore our riverways and seek passionate team members to help us grow our restoration footprint at an unprecedented pace and scale.

Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, life insurance, disability coverage, employee assistance programs, and other well-being benefits. We're proud of our supportive culture and focus on work-life balance. We strive to create an environment that brings fulfillment to our team members' personal lives by offering paid time off, an alternative work schedule, and flexible hours.

Position Description

River Partners' projects are large scale, long-term, and primarily funded through governmental agreements. The Project Accountant is responsible for organizing, supporting and reporting on the financial aspects of assigned projects. The position is required to provide detailed proposal budgets, accounting of time and funds spent, prepare revenue invoices specific to each funder's needs, enter and update detailed plans monthly throughout the duration of our projects and compare them to actual results. This position is a critical member of the proposal and project management teams, interacting regularly with Proposal Development, Scientists, Project Coordinators, Field Managers, and Corporate Accountants.

Supervisory Responsibilities

Assumes a leadership role with authority equal to the project managers and coordinators, forming a team of equals in partnership. This position has no direct supervisory responsibilities.

Essential Functions and Responsibilities

Financial Project Management and Administration

- Lead progress invoicing for cost reimbursable projects, including validation of labor, direct expenses, subcontractor charges, equipment, and application of indirect cost rates (IDC), markups, or negotiated fee.
- Prepare accurate T&M invoices, ensuring labor categories, billable rates, materials, and support documentation meet contract and client billing standards.
- Review and reconcile project costs monthly to ensure all billable charges are captured and properly coded prior to invoice submission.
- Interpret contract language to determine billing requirements, allowable costs, and supporting documentation expectations (including certified payroll, rate sheets, change order tracking, or backup detail).
- Monitor AR related to assigned projects, support collections efforts, and proactively communicate billing status or issues.
- Collaborate with project leads to review progress against budgets and work plans and ensure compliance with funding agreements.
- Serve as financial liaison for sub-agreements and support contract compliance.
- Monitor project budgets, expenditures, and revenues; investigate discrepancies.
- Manage financial adjustments, change orders, and project closeout.
- Ensure all billing transactions are completed and accurately recorded in ERP system
- Review and analyze grant agreements, invoices, budgets, and expenditures to ensure compliance with state and federal regulations and organizational policies.
- Track and process grant invoicing and draws through relevant systems, ensuring accuracy and timely submissions.

Proposal and Budget Development

- Support grant proposal development by evaluating project objectives, milestones, and resource needs.
- Review RFPs, bid solicitations, and project documents to understand scope and requirements.
- Assist in creating and reviewing budgets for accuracy, compliance, and cost allocation.
- Set up project codes in ERP system and ensure proper contract details, labor codes, and subcontractor entries.
- Gain familiarity with River Partners' ecological and agricultural operations to inform budgeting and project flow.
- Tracking receivables DSO and helping the Project Manager collect outstanding A/R invoices and recovering retentions
- Collaborate with Project Team to arrange for advance payments on contracts and State and Local grants

Required Knowledge, Skills, and Abilities

- Knowledge of Federal and State accounting guidelines such as the Federal Cost Accounting Standards; familiarity with GAAP
- Follows policies and procedures and ensures others do as well; makes suggestions to improve or streamline
- Experience managing budgets and general understanding of contracting for deliverables and outcomes
- Excellent verbal, analytical, organizational, and written skills
- Demonstrate judgment in identifying and handling confidential information
- Exhibits cooperative and professional behavior with colleagues, supervisors, and managers at all times and expects this in return
- Commitment, enthusiasm and tenacity to carry out River Partners mission

Qualifications

- B.S. in Accounting or environmental field or a minimum of 3 years of experience in a project management environment
- Extensive experience with Microsoft Office software, and project ERP systems such as VantagePoint
- Willingness and ability to become an expert user with ERP systems, Excel and Power BI
- Driver's license with no restrictions
- Possess the ability to communicate in basic Spanish (preferred, but not required)



Location

The location for this position is flexible throughout California. This position is a hybrid or remote/work-from-home position and requires reliable internet access and a dedicated workspace. Ability to travel to River Partners projects and offices throughout California is required.

To Apply

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

[Careers at River Partners](#)

For questions regarding your application, please contact Human Resources at jobs@riverpartners.org.

River Partners is an Equal Opportunity Employer

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.

To learn more about River Partners leading approach to restoring California ecosystems, please visit our website: <http://riverpartners.org>

Working Conditions/Physical Effort

Overall: Standard office working conditions.

Does this job have any travel requirements? Yes No

Percentage of time spent traveling:



- 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 below:

- Sitting at a desk and using a computer or copier.
- Lifting and moving office supplies.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" 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