



Position Title: Systems Analyst

Office Location: Chico

Reports to: Accounting Manager

Organizational Summary: River Partners is a private, nonprofit corporation headquartered in Chico, California. River Partners' mission is to create wildlife habitat for the benefit of people and the environment. River Partners is the largest habitat restoration contractor in the western United States. Our talented and hardworking operations teams deliver large-scale ecological restoration attaining the highest standards of performance within the complicated world of public works contracting to bring life back to rivers.

Position: The Systems Analyst role is responsible for interacting with information/finance/payroll system users, gathering and analyzing information, developing possible solutions to department information processing problems, and coordination and implementation of hardware/software finance/payroll systems additions and enhancements into departmental operations. Assists Accounting Manager with Finance/Accounting/Payroll projects and processes.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Essential Functions and Responsibilities:

- Responsible for creation of new project codes in information systems and creates project structures consistent with River Partners practices;
- Generates and reviews various Finance/Accounting/Payroll/ERP reports and investigates unusual occurrences;
- Acts as liaison for all ERP/Reporting issues and supports in developing possible solutions;
- Hosts training sessions/meetings as needed with staff to develop and reinforce best practices;
- Develops training materials for staff as needed.
- Creates and develops standard operation procedures for Finance/Accounting/Payroll
- Performs other related duties as required.

Knowledge Skills and Abilities:

- Must enjoy working with diverse people and organizations to get things done
- Knowledge of OMB circulars and general understanding of basic generally accepted accounting principles (GAAP)
- Capable of working independently
- Knowledge of general office procedures
- Knowledge of proper grammar, spelling, and punctuation
- Experience managing budgets and general understanding of contracting
- Excellent verbal, analytical, organizational, and written skills
- Demonstrate judgment in identifying and handling confidential information
- Exhibit cooperative behavior with colleagues, supervisors, and managers at all times
- Ability to apply logical thinking and sound judgment to a wide range of practical problems
- Ability to work under multiple deadlines and flexibility to handle changing priorities
- Relies on extensive experience and judgment to plan and accomplish goals
- Integrity and ethics beyond reproach
- Commitment and enthusiasm to carry out River Partners mission

Qualifications:

- B.S. in Accounting or related field and a minimum of 3 years of experience in an accounting position or equivalent.
- Experience with computers, including MS Word and Excel, Access, and Modular Accounting Systems (Enterprise Resource Programs)
- Advanced 10-key and MS Excel abilities required
- Driver's license with no restrictions.
- Possess the ability to communicate in basic Spanish (preferred, but not required).

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

To apply email your resume & cover letter to:
jobs@riverpartners.org, Subject: Systems Analyst

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, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job related characteristic as directed by law.