

Job Description: Heritage Growers (“HG”) Product Accountant and Grants Administrator

Location: Sacramento, California

Status: Full-time, Non-Exempt

Start date: Flexible

Reports to: Heritage Growers Operations Manager

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.

Heritage Growers was started by the seasoned restoration experts at River Partners. At Heritage Growers, we’re driven by the vision of a vibrant California, with many thousands of acres of restored habitat. The seeds and plants that pass through our hands are the keys to making this vision a reality. By working with our clients and partners to restore ecosystems across the state, we’re creating a legacy of rich biodiversity for future generations. Together, we can mend the mosaic of California’s natural wonders one native seed and plant at a time.

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

The Product Accountant and Grants Administrator reports to the Heritage Growers Operations Manager and works with the HG General Manager, other HG staff, and River Partners' accounting department on a variety of administrative and accounting tasks including invoicing, accounts payable, accounts receivable, data base management, grants and contract management, customer relations, seed and plant sales, and other duties as assigned. This position is a support position to help grow the Heritage Growers business.

This position does not have supervisory responsibilities.

Essential Functions and Responsibilities

(30%) Accounting Support

- Provides support in recording transactions and processing payments.
- Invoices customers and assembles supporting documentation.
- Supports receiving deposits and collections and processing credit card transactions.
- Coordinates and documents policies and procedures regarding internal use of credit cards, inventory control and transfers.
- Tracks Heritage Growers physical assets and inventory.
- Tracks timesheets charges and equipment usage to proper projects using Vantagepoint ERP.
- Allocates costs to crops and inventory items.
- Supports the rate determination process of equipment and associate cost pools.
- Prepares monthly financial statements under the direction of CFO and HG General Manager.

(30%) Grants and Contract Administration

- Perform the administrative coordination of awarded grants and contracts.
- Assist in the preparation and review of grant and contract proposals under tight deadlines.
- Assist in the preparation and updates of project proposal budgets and timelines and updating Baselines and Plans in Vantagepoint.
- Assists in preparations of status reports and invoices as required in grants and contracts.

(40%) General Administrative

- Assists Operations Manager in keeping inventory records current.
- Assist farming staff with ordering supplies and equipment maintenance.
- Supports team in storing and organizing documents and records.
- Support equipment purchases and securing multiple quotes.
- Other administrative tasks as needed.

Required Knowledge, Skills, and Abilities

- Embraces diversity, equity and inclusion and is an active participant in a diverse team.

- Cooperates and communicates with colleagues, supervisors, and managers across the organization.
- Demonstrates a positive attitude, commitment, and enthusiasm to carry out Heritage Growers' mission.
- Experience working under budget, contract and grant constraints and following accounting policies.
- Ability to perform cost and inventory accounting in cooperation with River Partners' accounting staff.
- Demonstrates appropriate verbal, analytical, organizational, and written skills.
- Trustworthy identification and handling of confidential information.
- Applies logical thinking and sound judgment to a wide range of practical problems.
- Ability to work under multiple deadlines, and flexibility to handle changing priorities.
- Integrity and ethics beyond reproach.

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a science related field. Relevant work experience may substitute for a college degree.
- Strong interest and experience in habitat restoration, natural science, biology, or related field (preferred).
- 1+ years of relevant experience in a professional work environment.
- Experience using office software including MS Office 365, SharePoint and Teams; willingness and ability to learn project-based ERP system from Deltek.

Compensation

Salary is commensurate with experience, anticipated to range between \$24.03 to \$31.25 hourly or \$50,000 and \$65,000 annually. River Partners offers a generous benefits package including ample holidays and paid time off, flexible location and hours, medical insurance, and up to 4% 401k matching.

Location

This is a hybrid position that reports from our Sacramento office on average one day per week. Reporting from our Chico or Colusa office may be negotiable. At least once every 2-3 months, the Administration Team visits Heritage Grower's farm near Colusa. Some travel is required.

To Apply

Please submit a cover letter, resume, and contact information for three references in a PDF saved with your last name and the position job title separated by an underscore (e.g., Smith_HG Product Accountant and Grants Administrator) to jobs@riverpartners.org.

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

Working Conditions/Physical Effort

Overall: Office and farm 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:

- Lifting and moving office supplies will occur on a regular basis. On occasion this person will come to the farm to learn and observe the operation. While at the farm some lifting might occur.
- On occasion this person will come to the farm to learn and observe the operation. While at the farm some standing, walking, using hands, reaching with arms, balancing, stooping might occur.
- While at the farm, the person will be outside under adverse weather conditions or inside our cleaning mill where dust and loud noise can be present.
- This position will require regular and significant use of a computer screen and paper documents.

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 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 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.