

# HERITAGE GROWERS

NATIVE SEED & PLANT SUPPLY

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, dedicated change-makers to meet the challenge head on. Join us!

## Who We Are

Heritage Growers was started by the seasoned restoration experts at River Partners. Years ago, River Partners was founded to change the approach to large-scale habitat restoration in California. With Heritage Growers, we are taking what we've learned through years of trial, error, and success and are making it available to others working toward the same goals. At the end of the day, we all want to give life back to local landscapes. Together, we can mend the mosaic of California's natural wonders with each native seed and plant.

We're driven by a 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. At the same time, we are always learning from past successes and failures, and together, we're moving the science and practice of habitat restoration forward.

## Job Description

### JOB TITLE

Heritage Growers  
Product Accountant  
and Grants  
Administrator

### LOCATION

Sacramento, California

### REPORTS TO

Operations Manager





## 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

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.

## 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.



## Essential Functions and Responsibilities (cont.)

### *(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](mailto:jobs@riverpartners.org).

## Application Deadline

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



## **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.