

Payroll and Project Accountant

Location: Chico, California

Status: Full-time, Hourly

Start date: Flexible

Reports to: Senior Administrator

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

The Payroll and Project Accountant reports to the Senior Administrator and works with the River Partners' accounting department, other project management staff, and the Heritage Growers seed farm team on a variety of payroll and accounting tasks including timesheets, ADP payroll services, invoicing, accounts payable, accounts receivable, database management, grants and contract management, seed and plant sales and other duties as assigned.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Essential Functions and Responsibilities

(40%) Payroll Support

- Maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Provides support processing timesheets using Deltek VantagePoint and uploading payroll data to ADP
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Facilitates audits by providing records and documentation to auditors.
- Tracks vehicle and equipment usage via timesheets and reports on vehicle use
- 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
- Supports the rate determination of fringe benefits, equipment and indirect cost pools

(40%) General Accounting and Administration

- Assists keeping seed general ledger records current
- Journal entry accounting for payroll and benefits
- Supports accounts payable processing
- Supports bank reconciliations
- Support equipment purchases and securing multiple quotes
- Tracks physical assets including vehicles and maintains driver records including DOT requirements; supports depreciation JEs
- Other administrative tasks as needed

(20%) Heritage Growers and Project Accounting

- Records Heritage Growers sales to River Partners' project funders and assembles supporting documentation
- Performs cost and inventory accounting in cooperation with Heritage Growers accountant and generates monthly financial reports
- Assists in the preparation and review of grant and contract proposal budgets under tight deadlines; reviews assigned project results to plan and invoices on monthly basis
- Reviews allocation of costs to plant and seed inventory and books monthly JEs
- Assists with preparation of monthly financial statements for Heritage Growers

Required Knowledge, Skills, and Abilities

- Previous experience as a payroll accountant or in a similar role

- Understanding of payroll requirements and local and governmental rules
- Excellent knowledge of MS Office, especially Excel
- Enjoys learning new software and supporting information needs of others
- Embraces diversity, equity and inclusion and be 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 with contract and grant constraints and meeting various invoicing requirements
- Demonstrates appropriate verbal, analytical, organizational, and written skills
- Trusted to identify and handle 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 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
- A minimum of 1 year of relevant experience in a professional work environment
- Experience with 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 \$21.63 to \$31.25 hourly, or \$45,000 to \$65,000 annually. River Partners offers a generous benefits package including medical insurance, ample holidays and paid time off, an alternative work week schedule, flexible location and hours, and up to 4% 401(k) match on your contribution.

Location

This position reports from our Chico Office. A hybrid schedule may be approved after the introductory period.

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_Payroll Accountant) to jobs@riverpartners.org.

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

Working Conditions/Physical Effort

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:

- Working at a computer, using a copier, and reading 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 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 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 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 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.