

## CCRCD ACCOUNTANT/OFFICE ADMINISTRATOR JOB DESCRIPTION

**Job Title:** Accountant/Office Administrator

**Status:** Non-exempt, semi full time (approximately 32+ hrs per week)

**Reports to:** Executive Director (ED)

**First review of applications:** Monday, February 23. Applications are accepted after that on a rolling basis until the position is filled.

### Position Description:

The Accountant/Office Administrator is responsible for the District's financial management, administrative operations, human resources, office support, and Board Clerk duties. The role requires a collaborative team member who can work effectively with staff, funders, and county partners in a friendly, professional manner. Because the work is detailed and varied, the employee must be organized, efficient to manage multiple responsibilities, and comfortable with different technology systems. (Examples of our tech systems: Quickbooks, Bill.com, Google Workspace, MS Office, Monday.com, Ro.am, Clicktime, Zoom).

While this position works collaboratively with the Executive Director and staff, the role requires full autonomy in QuickBooks financial management, without day-to-day executive oversight; experience in public-sector or nonprofit environments is strongly preferred. The anticipated hiring timeline allows for training with the current Accountant/Office Administrator for the new hire to become familiar with CCRCD's systems.

Contra Costa Resource Conservation District (CCRCD), is a Special District formed under Division 9 of the California Public Resources Code and governed by a five-member Board of Directors.

### Responsibilities and Duties

#### Accountant Role (80%)

**Fiscal management includes:** The employee maintains full responsibility for District financial records, including accounting, payroll processing, invoicing (with staff), and accounts receivable/payables.

##### *Bi-Weekly*

- Process bi-weekly payroll through Intuit QuickBooks
- Submit payroll tax payments.
- Submit other payroll related payments
- Maintain PTO balance

##### *Monthly*

- Perform bank reconciliations
- Prepare accounts payables for approval and once bills are approved, process payment (using Bill.com)
- Process employee expense reports (Credit Card Use and Personal Reimbursement) following approval by Executive Director and prepare checks for reimbursement to staff, payment of credit cards
- Prepare and edit monthly grant invoices (for grants requiring monthly billing) for review by grant manager(s)

### **Accountant Role (continued)**

#### *Quarterly*

- Prepare quarterly grant invoices as specified in each agreement/contract in Quickbooks, reconciling hours and expenses to Clicktime reports.
- Work with Grant Manager to finalize, prepare, and send final invoices to funders by deadlines
- Provide supporting documentation (receipts, task balance, etc.) for grant submissions, if necessary.
- Receive remittances, apply payments in Quickbooks, and deposit checks using Tri Counties remote check scanner.
- Track remittances and follow up with Grant Manager using Invoice Trackers (both Monday.com & Google Sheets).
- Assist Grant Managers with maintaining project/grant accounting spreadsheets & budgets.
- Prepare quarterly payroll filings (DE/DEC and 941).

#### *Annually*

- Assist Executive Director in developing the draft annual budget (May/June) for Board approval.
- Work with the auditor to complete the annual audit.
- Prepare annual payroll filings, including 1099s, W-2's, 940, and donation gift receipts

### **Board Clerk Role (10%):**

- Prepare monthly financial reports for Board Packet
- Maintain monthly Board Meeting folder for staff to upload materials as they arise.
- Prepare monthly consolidated Board Packet, including agenda items and supporting documents
- Distribute packet in compliance with Brown Act (72 hours before each meeting, 24 hrs for special meetings)
- Post the agenda to the “Posted Agendas” folder on Google Drive.
- Prepare Board meeting minutes for approval at the following meeting.
- Draft Board Resolutions as needed, collect signatures after approval, and maintain permanent records in the Board Resolutions archive.
- Statement of Economic Interests (Form 700) support

### **Office Manager/Human Resources Role (5%):**

- Serve as the primary contact for USBank credit cards; order new cards for employees as needed.
- Download each employee's USBank credit card statement and upload to Monday.com
- Submit new hire docs to appropriate agencies
- Maintain and update District policies and procedures, referencing CSDA sample policies when appropriate, to improve efficiency and effectiveness.
- Liaise with building management, IT service provider, office equipment vendors, liability insurance providers, and worker's compensation
- Oversee the maintenance of fixed assets (such as vehicles)
- Provide ongoing support for HR compliance and workplace safety.
- Records retention and public records requests
- Support Executive Director with coordinating staff meetings and additional meetings as needed

**Other duties as needed (5%)****Desired Knowledge, Skills, and Experience**

- Interest in the CCRCRD's conservation and stewardship mission
- Accounting experience in the public or nonprofit sectors
- Familiarity with the Brown Act (training can and will be provided)
- Experience working with volunteer voting Board members

**Work Environment**

Work and office hours are typically during business hours, however, the position requires periodic work during early morning, evening, and weekend hours to fulfill client, partner, and CCRCRD needs. The primary in-person workplaces are the admin office at Industrious-Concord and the field office near Clayton with approximately two in-person meetings per month. The CCRCRD also features a flexible, hybrid work style that allows staff to work remotely, while staying connected with others on the team. Local travel within Contra Costa County and occasionally within the greater Bay Area and Sacramento-San Joaquin Delta is required.

**Physical Requirements**

The primary workplaces are offices with moderate noise level. Long hours required at a computer under artificial lighting. Repetitive hand use, hand/eye coordination, and extended periods of sitting or stationary activity in front of a screen is required.

**Compensation**

CCRCRD offers a competitive salary commensurate with experience, with an expected pay range between \$46-53/hour depending on qualifications and experience. This semi full time position would qualify for prorated holiday, vacation, and sick time and receive 100% medical coverage and access to a voluntary retirement program. There are also opportunities for performance related pay rate increases during annual work evaluations and potential raises connected to current CPI inflation rates. Per the CCRCRD's personnel policy, employment is at-will.

**To Apply**

If interested, please apply here: [CCRCRD Job Application Form](#) or visit [www.crcrd.org/opportunities](http://www.crcrd.org/opportunities) and fill out the linked form. For more information, please visit the CCRCRD website at <http://www.crcrd.org> or contact Chris Lim at [clim@crcrd.org](mailto:clim@crcrd.org).

***The CCRCRD is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The CCRCRD is committed to providing access and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.***

***Our work serves all communities, including those marginalized or underserved. We strongly encourage applications from people who share similar experiences with these communities.***