



Job Opening Announcement

April 16th, 2021

Finance Assistant

The Land Conservancy of San Luis Obispo County is pleased to announce a job opening for the position of Finance Assistant.

The Finance Assistant supports the Finance Manager in maintaining and administering the day-to-day finances of The Land Conservancy. The Finance Assistant's responsibilities are to: (1) Process invoices and payments; (2) Prepare and record deposits; (3) Perform data entry; (4) Maintain various database systems; (5) Assist with tracking and maintaining detailed records for restricted funds; (6) Manage Transfer Development Credit (TDC) Program; (7) Provide support during annual budget preparation, audit and tax filing; (8) Work closely with the Finance Manager to ensure accurate and efficient systems are in place to effectively track complex organizational finances.

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization is cultivating an environment that embraces and promotes diversity as fundamental to the success of our organization. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies our values of cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility. We strive to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The Finance Assistant will report directly to the Finance Manager and works closely with the Executive Director and Deputy Director. This is a part-time (20 hours per week), ongoing position, with the potential of transitioning to full time, and a benefits package that includes 401K plan with company match, Paid Time Off (PTO), and paid holidays. Starting compensation ranges from \$18 to \$22 per hour. To apply, please visit our website at www.lcslo.org to download the job description and blank application. If you do not have access to the internet, applications may be picked up at our office. Please submit a cover letter, resume, and employment application via email, mail, fax, or in person. Incomplete application packages will **NOT** be considered. The position is open until filled. The Land Conservancy will begin reviewing applications as early as **Monday, May 10th, 2021**. The goal is to have the position filled by June 1, 2021. NO PHONE CALLS PLEASE.

Contact Information:

Mailing Address:

P.O. Box 12206
San Luis Obispo, CA 93406

Office Address:

1137 Pacific Street, Suite A
San Luis Obispo, CA 93401

Email: hr@lcslo.org

Fax: 805-544-5122