



## Finance Assistant

**Position Type:** Part Time/Hourly, Non-Exempt, Approximately 20 hours per week. This is a regular part-time position with possibility of transitioning to regular full-time. Employment is contingent upon the successful completion of educational and/or employment verification, and reference check, as required.

**Starting Salary Range:** \$18.00 to \$22.00 per hour

**Benefits:** Paid Time Off (PTO), paid holidays, opportunity to participate in organization's 401K.

### Overview

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 strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The Finance Assistant is responsible for performing various financial and accounting tasks for The Land Conservancy, in accordance with Generally Accepted Accounting Principles. The Finance Assistant supports the Finance Manager with the day-to-day financial functions of the organization, such as processing invoices and payments, preparing and recording deposits, data entry and database management, maintaining detailed records of restricted funds, and providing support during annual budget preparation, audit and tax filing.

The Finance Assistant works under general supervision and direction from the Finance Manager and is accountable to the Executive Director and Deputy Director.

### Essential Duties of the Job

#### Daily Accounting Functions (75%) and Financial Management (15%)

1. Accounts Payable - Record bills and process payments using detailed internal tracking codes and funding sources.
2. Accounts Receivable - Manage account records, issue invoices, and process payments.
3. Monitor procurement activities.
4. Process Grant payment requests specific to Grantor's requirements.
5. Prepare and record bank deposits.
6. Process Transfer of Development Credit (TDC) sales per organization and County requirements.
7. Provide support during annual budget preparation, audit and tax filing.
8. Assist Accreditation team as needed.
9. Assist with maintaining a coherent system of accounts, with a supporting filing system.
10. Assist with tracking and maintaining detailed records for restricted funds.
11. Help to maintain the accounting, donor, and employee time tracking database systems.
12. Assist with payroll allocations, record keeping, and documenting financial processes.
13. Collaborate with internal departments to reconcile accounting discrepancies.
14. Update financial reports for Board of Trustees, staff and donors, as needed.
15. Review existing financial policies and procedures to help ensure regulatory compliance.
16. Advise other departments on best practices related to fiscal procedures.
17. Work closely with the Finance Manager to ensure efficient systems are in place to effectively track organization finances.

## **Human Resources Support (5%)**

1. Support the Operations Manager with preparing reports and facilitating audits of benefit programs and employment insurance policies including the organization's 401K plan and worker's compensation.
2. Track and review bills related to insurance and benefits programs and work closely with Management to ensure bills are accurate.

## **General Administration (5%)**

1. Answer phones and greet visitors when other staff members are not available.
2. Assist with filing and cataloging administrative files.

## **General Duties**

1. Develop and maintain a schedule of tasks to be completed on a regular basis and complete tasks within the allotted time.
2. Provide own transportation to Land Conservancy office facilities.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain a professional separation between work and personal activities.
6. Maintain positive attitude.
7. Always maintain complete confidentiality.
8. Implement suggested changes in the job functions and procedures in a prompt and respectful manner.
9. Identify problems and suggest solutions.
10. Be conscious of safety hazards and report issues to supervisor immediately.

## **Required Qualifications**

1. Strong commitment to land conservation and the mission and vision of LCSLO.
2. College degree in Accounting or Business Administration, or similar. Three years of relevant work experience can be substituted for required education. Any equivalent of education and experience, which provides the required knowledge and abilities, may be substituted for the required experience.
3. At least two years of experience working as a Finance Associate or equivalent.
4. Proficient in Quickbooks accounting software and MS Excel.
5. Knowledgeable of Generally Accepted Accounting Principles (GAAP).
6. Experience managing billing, accounts payable and accounts receivable.
7. Highly organized with strong attention to detail.
8. Excellent written and verbal communication skills, able to communicate the needs and financial performance of the organization clearly both verbally and in written form to LCSLO staff, Board, donors and funding agencies.
9. Ability to manage numerous tasks simultaneously, meet deadlines, and work with staff from various programs.
10. Ability to initiate and coordinate numerous activities with little or no supervision and be able to handle problems as they arise.
11. Strong creative, strategic, analytical, and organizational skills.
12. Perform other job-related duties and special projects as assigned.

## **Preferred Qualifications**

1. Master's Degree in Accounting or Business Administration, or similar.
2. Experience with nonprofit fund accounting.
3. Knowledge of land conservation programs and practices.

## Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

### Physical

On the job the employee must:

- (F) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (N) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (N) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

### Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- ( ) Other \_\_\_\_\_

### Environmental

On the job the employee:

- (N) Is exposed to excessive noise
- (N) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (N) Is exposed to dust, fumes, gases
- (N) Drives motorized equipment
- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

## Reporting Responsibilities

The Finance Assistant reports directly to the Finance Manager.

## Standards of Performance

The Land Conservancy, in accordance with the listed Job Functions, will evaluate performance based on a standard review form after completion of the 90-day orientation period, followed on an annual basis thereafter, for the duration of employment. Reviews will be conducted through a meeting with the Finance Manager and/or Executive Director and will be documented in a narrative, letter format.

\_\_\_\_\_  
Finance Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date