



Bookkeeper/Office Coordinator

Position	Bookkeeper/Office Coordinator
Location	South Lake Tahoe, California
Salary	\$53,174.40 - \$71,258.78 (\$25.56 - \$34.26 per hour)
Duration	Full Time - Year Round

Job Description

As a staff member of the Tahoe Resource Conservation District (Tahoe RCD) and working under the direction of the Director of Finance and Administration, the Bookkeeper/Office Coordinator will be responsible for bookkeeping, accounting, and clerical/administrative duties. The Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Work is performed in the Tahoe RCD office, which can involve long hours and extended periods at a desk. Frequent interruptions to planned work activities will occur. The position is considered 'at will' and is a year-round, full-time, non-exempt employee and is a 1-year term with the possibility of extension based on available funding.

Specific Job Duties

Bookkeeping Duties

- Reviews timesheets for accuracy and submits biweekly payroll under the supervision of the Director of Finance and Administration, submits payroll data and payments to CalPERS and Nationwide, works with District accountant to prepare and submit quarterly reports to the EDD and IRS
- Prepares biweekly payroll journal entry and ensures accuracy to all account codes and reconciles monthly health benefits costs to payroll
- Works closely with Program Managers to ensure all grants are billed appropriately on timesheets and receipts
- Analyzes, codes and enters all payroll, accounts receivable, accounts payable, and posts into QuickBooks; ensures accuracy, completeness and compliance with applicable District and funder rules, policies and procedures
- Prepares and submits all check batches
- Maintains digital and physical records for payroll, grants, accounts receivables, accounts payables, journal entries and all other general District financial documents
- Reconciles vendor statements as they are received
- Organizes and maintains financial records such as prepaid accounts, departmental activity accounts, monthly and yearly financial reports, and fixed asset accounts
- Prepares a variety of financial statements for management staff upon request
- Prepares annual sales and use tax reports for payment to the State Board of Equalization
- Assists with annual and mid-year budget preparation
- Ensures Accounting Policies & Procedures are current and adhered to

- Analyzes and reconciles various general ledger accounts; prepares and posts journal entries as needed
- Assigns accounting/project codes and keeps listings current
- Prepares special accounting reports as requested
- Prepares documents and schedules for annual audits and year-end closing
- Other duties assigned by the Director of Finance and Administration

Office Administration

- Serves as receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to appropriate staff members
- Adheres to and enforces safety policies and procedures and presents safety topics at monthly all staff meetings
- Monitors fleet vehicles and office equipment and arranges necessary services
- Maintains plants and seasonal décor in the front office common area
- Prepares and distributes quarterly newsletters and the annual report
- Updates information on the District website using WordPress
- Posts information on District social media sites such as Facebook and Instagram
- Coordinates general office administration such as purchasing supplies and maintaining organization of shared storage areas
- Monitors office supply inventory and purchases items when needed
- Works with liability insurance carrier to ensure District information is up to date
- Sets up and maintains a variety of files
- Compiles board packets
- Submits work orders to the property management company
- Works with the Director of Finance and Administration and Executive Director to ensure all District policies are current
- Assists the Human Resources Manager with onboarding staff when needed
- Other duties as assigned by the Director of Finance and Administration

Qualifications and Abilities

- Knowledge and experience with bookkeeping and generally accepted principles accounting; government accounting experience is desirable
- Highly organized and detail oriented
- Self-starter who can prioritize and meet multiple deadlines with little oversight
- Computer skills including knowledge of QuickBooks, Microsoft Word, Excel, PowerPoint and Adobe; experience with ArcGIS StoryMaps and WordPress is preferred but not required
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of the District
- Problem solving and strategic thinking skills required
- High ethical standards and integrity required
- Two years related work experience and a strong interest in providing high quality administrative support to a professional team
- Associate's degree in Accounting or Business Administration preferred, but not required

Working Conditions

Tahoe RCD offers a hybrid work format; work may be performed partially from home. Due to the nature of this position, there is an expectation of more time spent in the office than other positions. Hybrid work

schedules must be approved by the Director of Finance and Administration and Executive Director and employees must attest that their home workplace is compliant with Tahoe RCD worker's compensation requirements. Work is performed at a desk (90%) and in the greater office (10%). Office environment has natural and artificial lighting. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when needed (occasional evenings and weekends). Incumbent may be required to use personal vehicle for work duties. District will reimburse mileage at the federal rate.

Other Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to lift and carry up to 20 to 40 lbs and ability to sit (90%), walk (5%) and stand (5%) for intermittent periods of time and on a frequent basis; occasional bending, kneeling, squatting, reaching overhead, stretching, and climbing stairs; strength, dexterity; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Valid California or Nevada Class "C" driver's license preferred. A DMV printout may be required prior to employment. Must comply with Federal, State and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

Benefits

Comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, and Social Security plus an optional deferred retirement plan available. This position receives paid holidays, paid vacation, sick leave, and health benefits including medical, dental and vision. *Please note that Tahoe RCD contributes 75% of health benefits and 100% of ancillary benefits for the employee only; eligible family members may be added to the plan but must be paid 100% by the employee.*

To Apply:

Send email with 'Bookkeeper/Office Coordinator – Your Name' in subject line and attach cover letter, resume, and three references to: Tori Walton, Director of Finance and Administration – jobs@tahoercd.org. Applicants that do not follow these instructions will not be considered.

Position will remain open until filled and the first round of applications are due January 28, 2024 with interviews taking place the week of February 5-9, 2024.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.