



Friends of Santa Cruz State Parks (Friends)

Title: Accounting Assistant

Reports to: Senior Accountant

About the position: The Accounting Assistant works closely with the Senior Accountant to assist Friend's in achieving its goal of thriving local parks and beaches available to all by providing accurate and timely financial information, enabling management and the Board to measure the effectiveness of financial strategy, and ensuring that the organization is accomplishing its financial goals in support of the parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Accounts receivables, donations and Accounts Payable entry
- Accounts payable research
- Assisting vendors in resolving discrepancies
- Vendor payment processing and mailings
- Bank account reconciliation
- Credit card receipt data entry and statement reconciliation
- Form 1099 maintenance
- Document filing
- Other duties as required

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required, but are not an exhaustive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Commitment to the mission of ensuring that our local state parks and beaches are thriving and available to all;
- Commitment to the values of Friends, which include: innovation; kindness; accountability; equitable support; diversity, equity and inclusion; sustainable stewardship; advocacy and teamwork;
- High School diploma or equivalent education and experience and a minimum of two years' similar work experience in a comparable role;
- Strong written and oral communication skills;
- Ability to work and thrive in a collaborative team environment and with organizational staff, volunteers, consultants and vendors;
- Ability to work independently and accurately with moderate supervision;
- QuickBooks Desktop/Pro/Enterprise experience;

- Beginning to Intermediate Excel experience;
- Knowledge of non-profit accounting principles a plus

Compensation

Non-exempt; full-time; \$20.19 per hour; health insurance; 403(B) retirement savings plan with employer match; Flexible Spending Account for healthcare expenses; group dental, vision, acupuncture and chiropractic insurance available; vacation & sick pay; 17 paid holidays.

WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Time performing job duties is spent indoors, within a standard office environment;
- Noise level in the work environment is usually moderate;
- The temperature of the work environment is usually moderate.

MACHINES, TOOL AND EQUIPMENT:

- Automobile, copier, fax, computer, and 10-key calculator, writing instruments and telephone.

TRAVEL:

- This job does not require travel

Equal Opportunity Employer:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Friends of Santa Cruz State Parks (Friends) will be based on merit, qualifications, and abilities. Friends does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), national origin, ancestry, age, mental or physical disability, medical condition, genetic characteristics and information, marital status, registered domestic partner status, military and veteran status, sexual orientation or any other characteristic protected by law. In addition, in accordance with California law, Friends does not discriminate on the basis of the following categories: possessing a California driver's license issued to an undocumented person; a lawful change of name, Social Security Number or federal employment authorization document; or receipt of public assistance in the form of Medi-Cal coverage.

Deadline to apply

Open until filled.

How to apply

Send cover letter and resume to: jobs@thatsmypark.org or

Friends of Santa Cruz State Parks
Attention: Human Resources
1543 Pacific Avenue, Suite 206
Santa Cruz, CA 95060

We will respond to all applications under active consideration.