

Solana Center for Environmental Innovation

Accountant Job Description

Join our award-winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices involving soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

Direct Supervisor: Jessica Toth, Executive Director

Duties and Responsibilities Responsible for all accounting duties of the organization. Ensure compliance and contribute to the administration of financial controls, personnel policies and procedures, benefit programs, and other duties as assigned. Implement processes for dynamic business environment.

Accounting

- Revenue & A/R – Record all revenue transactions, including invoices, store sales, donations and grants. Make bank deposits. Monitor A/R aging and follow up for collections as appropriate.
- Accounts Payables – Record all expense transactions and process payments
- Payroll – Biweekly processing, calculating work, OT and PTO hours by employee, submit to offsite payroll service, enter payroll data into QuickBooks. Annual W-2 Distribution
- Inventory - Ensure proper tracking & valuation of inventory, reconcile monthly vs. physical count
- Reconciliations - Perform monthly reconciliations of all cash and appropriate balance sheet accounts
- Sales Tax – File and pay quarterly
- 1099s - Annual preparation of 1099s
- Accounting system – Maintain accounts, classifications, etc. to support management and tax reporting
- Records Retention – Organize and maintain backup accounting records
- Financial Statements - Prepare monthly financial statements, including analysis of variances from budget
- Budgets - Work with management team to develop annual budgets for revenues and expenses
- Management Reporting – Prepare reports to manage financial performance of contracts and grants

Human Resources

- Employee Files – Recordkeeping of employee files, proper paperwork at start/end of employment
- Health Insurance – Manage renewals, open enrollment, and timely enrollment / disenrollment
- Personnel policies - Ensure pay and benefit policies are consistent with employee handbook
- New employees - Ensure all steps for onboarding new employees are completed, provide orientations to new staff regarding personnel policies and benefits



Legal, Insurance and Taxes

- Financial Controls - Ensure organizational compliance with internal controls for accounting and fraud prevention
- Form 990 – Provide schedules to Tax Accountant and board treasurer for preparation of Form 990
- Insurance – Work with management team to maintain appropriate insurance coverage (liability, O&D and workers comp), manage renewals, audits and obtain certificates of insurance
- Property Tax - Complete annual exemption documentation, and other compliance reporting

Operations

- Contract Invoices – Work with Contract manager to prepare monthly invoices & reports
- Time Reporting System - Act as backup for Contract Manager as necessary
- Business/vendor licenses – Work with Contract Manager to obtain from various jurisdictions

Required Qualifications

- 2-4 years Accounting experience, non-profit experience preferred
- Previous experience using QuickBooks
- Strong computer skills, with experience using Microsoft Excel
- Detail-oriented and comfortable working independently with excellent organizational skills
- Strong communications and teamwork skills
- Ability to work in dynamic business environment

This position is for approx. 20 hours per week as a part-time, non-exempt, hourly employee, according to the laws of the State of California. The work schedule is flexible and allows for limited work from home. The hourly compensation ranges from \$18-20/hour depending on experience. There are no benefits for this position. Solana Center for Environmental Innovation is an Equal Opportunity employer.

Please send qualifications to bookkeeper@solanacenter.org.

