

# Solana Center for Environmental Innovation

## Accounting/HR Manager Job Description

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Become a part of the Solana Center Team!

Do you want to make a difference and help Solana Center expand mission-driven programming? If you answered yes, apply for our Accountant/HR position.

**Our Organization:** Solana Center for Environmental Innovation is an award-winning environmental 501(c)(3) non-profit founded in 1983. Located in Encinitas, we serve all of San Diego County. Our classes, workshops, and events focus on soil, water, and waste, promoting upstream and preventative behaviors that are widely accessible. We make green living practical for individuals, businesses, schools, and local governments. Our organization believes in circular systems that support our vision: A world with landfills and oceans free of discarded resources. Small actions every day, make a big impact. We are in the business of meeting each person wherever they are on their environmental journey.

**The Opportunity:** This is an excellent opportunity to be part of taking our organization to the next level as we scale programming and impact while expanding our reach in San Diego County and beyond. This position will report to the Executive Director. We are looking for an experienced Accounting/HR professional with an interest and passion for climate solutions.

Solana Center seeks a results-oriented and creative problem-solver, capable of working both independently and collaboratively with our staff of 22 diverse individuals. The Accounting/HR Manager will support Solana Center's growth as we expand our programming and reach, necessitating increased organizational complexity. This is a great opportunity for the motivated candidate to identify areas for streamlining to ensure longevity as we continue to grow.

### Key Responsibilities

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Responsible for all accounting and HR duties of the organization. Ensure compliance and contribute to the administration of financial controls, personnel policies and procedures, benefits 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. Prepare bank deposits. Monitor A/R aging and follow up for collections.
- Accounts Payable – Record all expense transactions and process payments.
- Payroll – Biweekly processing of staff hours with submission to offsite payroll service and CalSavers retirement plan.
- Manage basic accounting of staff expenditures – Collection, approvals, submission for check requests, debit card use forms, mileage reimbursement. Design/improve internal forms as needed.
- Inventory – Ensure proper tracking and valuation of inventory, reconcile monthly physical count, order inventory as needed.
- Reconciliations – Perform monthly reconciliations of all balance sheet accounts.
- Accounting System – Maintain system to support management and tax reporting.



- Grants Support – Provide financial information required for grant applications. Collect proof of expenditures for grant reporting.
- Contracts Support – Track and report expenses that are reimbursed through contracts.
- Financial Statements & Management Reporting – Prepare monthly financial statements, including analysis of variances from budget.
- Budgets – Work with management team to develop budgets for revenues and expenses.
- Tax Filing – Annual preparation of Form 1099.
- Records Retention – Organize and maintain backup of accounting records.

### **Human Resources**

- Employee Onboarding/Exiting – Ensure all steps are completed.
- Employee Files – Maintain personnel files.
- Health Insurance – Manage all aspects, including relationship with broker, renewal process, open enrollment, enrollment changes, employee questions.
- Manage Employment Changes – Year-of-service anniversaries and associated pay/benefit changes.
- Personnel Policies – Ensure pay and benefit policies are consistent with employee handbook and meet federal and state requirements for processes, reporting, posting, etc.
- Employee Handbook – Update employee handbook as needed.
- Training Processes – Manage timing of state-mandated sexual harassment training and staff professional development requests.
- Performance Review Processes – Manage schedule for feedback reviews, ensure managers' completion and secure filing.

### **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 tax preparation.
- Insurance – Work with management team to maintain appropriate insurance coverage (liability, O&D, and workers comp) to meet contracts' and grants' requirements. Manage relationship with broker for policy renewals, audits, certificates of insurance, claims.
- Property Tax – Complete annual exemption documentation and other compliance reporting.
- Sales Tax – File and pay quarterly sales tax for Store items.
- Certifications – Maintain filing status for various certifications

### **Operations**

- Vendor – Manage contracts, rates, and renewals for utilities, subscription software, etc. Assist staff with vendor selection for software and hardware.

### **Required Qualifications**

- 2-4 years accounting experience, non-profit experience preferred
- Experience with QuickBooks Online
- 2-4 years HR experience
- Strong computer skills, with experience using Microsoft Office Suite and Google products. General familiarity and comfort with IT concepts. Experience with CRM, such as Salesforce, is a plus.
- Both detail-oriented and broad picture perspective with excellent organizational skills.
- Strong oral and written communications.



- Comfortable working independently and able to work collaboratively with diverse groups including staff and vendors.
- Ability to work in dynamic business environment.
- Enthusiasm for Solana Center's mission.

*If you're excited about this position but feel you don't meet 100% of the qualifications, we encourage you to apply — we are looking for exceptional candidates who are passionate about our mission, dedicated to outstanding work, and committed to furthering the impact of the organization.*

## Benefits

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This position is flexible, allowing a combination of remote and in-office work. It is full-time (35-40 hours/week). This is a non-exempt position and is paid hourly starting at \$33.50/hour, depending on experience and skills and in accordance with the laws of the State of California. Sick time will begin accruing after a 90-day intro period. Other benefits include health insurance, holidays, and paid vacation. Mileage will be reimbursed at the current federal rate for work-related travel.

## Work Environment

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Solana Center for Environmental Innovation is an Equal Opportunity employer. We are a 20-person organization – woman-led with staff that self-identify as disabled, BIPOC, LGBTQ, and bilingual. These various perspectives inform everything we do. Our diversity is responsible for much of our innovation-driven programming. We are committed to continual growth in our understanding and application of diversity, equity, and inclusion in our workplace and community programming.

Please send a cover letter and resume to [director@solanacenter.org](mailto:director@solanacenter.org). Writing samples and references may be requested. *To be considered, apply by November 1, 2024*

