

BOARD OF DIRECTORS

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President

Laurie Price
Vice President

Nancy Helsley
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Beth Burnam
Director

Riki Clark
Director

DISTRICT MANAGER
Jasmine Reinhardt

Join our team and make a difference for the environment

Position: Accounting Manager
Status: Full-Time, 40 hours per week
Start Date: May 1st, 2026

Job Description:

Under the direct supervision of the Administrative Operations Manager, the Accounting Manager is responsible for the day-to-day accounting operations of the District and oversees financial activities and reporting. The Accounting Manager assists in maintaining and improving the District's system of internal controls to ensure compliance with applicable State and Federal regulations. This is a supervisory position overseeing one Accounting Specialist.

Job Duties:

Cash and Banking:

- Daily Cash Management: Monitor and track daily cash balances across all accounts to ensure sufficient liquidity for operational needs.
- Cash Flow Forecasting: Prepare and analyze a monthly cash flow forecast, identifying trends and potential shortfalls to inform financial decision-making.
- Bank Reconciliation: Oversee the comprehensive reconciliation of all bank and credit card accounts, ensuring accuracy and compliance with financial policies.

Accounts Payable:

- Invoice Review: Analyze vendor invoices to ensure proper assignment to grants, services, and expense categories, maintaining accurate financial records.
- Payment Processing: Review and approve scheduled payments to vendors, ensuring timely and accurate disbursement of funds.
- Batch Approval: Authorize all check and ACH batches, verifying accuracy and compliance with internal controls.
- Review credit card transactions for proper coding and allocation to relevant accounts and grants.
- Vendor Balance Review: Conduct month-end reviews of vendor balances to confirm receipt of all bills and resolve discrepancies promptly.
- Employee Reimbursements: Review employee reimbursement requests to ensure proper coding, supervisor approval, and timely payment.

Accounts Receivable:

- **Billing Approval:** Approve all billing related to grants, services, and educational programs, ensuring compliance with funding requirements.
- **Grant Compliance Review:** Evaluate new grants and service contracts for compliance with organizational and regulatory standards.
- **Collaboration with Project Managers:** Work closely with project managers to facilitate timely month-end billing of grants and services, including managing grant-specific forms and budget tracking files.
- **Property Tax Revenue Tracking:** Accurately track and record all property tax revenue to ensure proper accounting and reporting.
- **Deposit Approval:** Approve all bank deposits, ensuring accurate recording and allocation of funds.
- **Accounts Receivable Management:** Manage accounts receivable balances, forecasting collections and following up on overdue accounts as needed.

Payroll:

- **Payroll Approval:** Collaborate with Human Resources to review and approve semi-monthly payroll, ensuring accuracy in employee compensation.
- **Reconciliation of Entries:** Reconcile payroll entries against employee timesheets to verify accuracy and resolve discrepancies.
- **Benefit Accrual Management:** Oversee the tracking of all benefit accruals and ensure timely reporting to state agencies.
- **QuickBooks Data Entry:** Ensure that all payroll data is entered into QuickBooks accurately and coded correctly to maintain precise financial records.

Month-End Closing:

- **Accrual Recording:** Ensure that all month-end accruals are accurately recorded in the financial system to reflect true financial performance. Ensure monthly close schedules are updated.
- **Comprehensive Reconciliation:** Oversee the reconciliation of all bank, credit card, and PayPal accounts to ensure accuracy and completeness of financial records.
- **Board Reporting Package:** Prepare a comprehensive monthly board reporting package that includes financial statements, performance metrics, cash flow forecast and variance analyses.
- **Financial Statement Preparation:** Generate and review all internal and third-party financial statements, ensuring compliance with reporting standards and organizational policies.
- **Presentation to Board:** Present monthly financial reports to the board of directors, highlighting key financial metrics and addressing any concerns or questions.

- Balance Sheet Reconciliation: Reconcile all balance sheet accounts to ensure accuracy and completeness of financial statements.

Budget Preparation and Tracking:

- Annual Budget Coordination: Coordinate the preparation of the Annual and Semi-Annual RCD budgets, working with various departments to gather necessary information.
- Grant Budget Management: Enter and track all grant budgets in QuickBooks Online, ensuring alignment with funding agreements and financial policies.
- Budget Reporting: Review and prepare detailed budget reports for grants, analyzing variances and providing insights to grant management.

Other Responsibilities:

- Audit Coordination: Serves as the district's primary contact for the annual audit process, working closely with external auditors to facilitate a smooth review.
- Internal Controls Development: Assist in the development and maintenance of internal controls to safeguard organizational assets and ensure financial integrity.
- Process Improvement: Contribute to the development and maintenance of financial processes and procedures, identifying areas for improvement and implementing best practices.

Desired Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or related field.
- 3 or more years of financial management experience.
- Prior experience working with State and local governments preferred.
- Prior experience working with non-profit organizations.
- Managing multiple fund-sources including grants, property tax revenue, donations, etc.
- Strong knowledge of GAAP accounting procedures.
- Strong knowledge of State and federal Accounting standards.
- Advanced knowledge of Quickbooks Online,
- Proficient with Microsoft and Google suites.
- Prior experience leading third-party financial audits.
- Advanced knowledge of Excel and Google sheets functions.
- Advanced knowledge of project management budgeting and forecasting.
- Experience with processing payroll.
- Strong interpersonal and communication skills.

Work Environment:

- This is a hybrid position with most days worked in an office setting as determined by supervisor.
- This position will require some nights and potential weekends.
- This position will require long periods of sedentary desk work.
- This position may be required to stand, stoop, kneel, bend, crouch and lift up to 25 pounds.
- This position works with a diverse group of individuals and communities.

Benefits:

- Additional \$800 monthly health stipend.
- Employee Assistance Program.
- CalPERS state retirement system with company contribution.
- Optional 457 retirement plan. (no RCD contribution)
- Accrual of up to 12 days of sick time a year and 2 weeks of vacation (increasing with years of service)
- 14 paid holidays per year.
- \$50 per month cell phone stipend.

COMPENSATION: Starting at \$40/hr

TO APPLY: Complete the questionnaire/application via [Gusto here](#). We will begin our first review of applications on April 1, 2026. For priority consideration, please ensure your resume, cover letter, and questionnaire are fully completed by this date.

The RCDSMM is committed to ensuring a welcoming environment for all and therefore does not discriminate in employment practices or in the delivery of services because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

The Resource Conservation District of the Santa Monica Mountains (RCD) is a local government special district that assists the public and landowners with environmental issues and education. The RCD is non-regulatory and non-advocacy; we work with landowners by request to do such things as habitat restoration, home hardening against wildfire, endangered species monitoring, invasive species eradication, conservation planning, environmental education and other services.