



CONTRACT FOR SERVICES: BOOKKEEPER

FEBRUARY, 2021
BISHOP, CALIFORNIA

POSITION & RESPONSIBILITIES SUMMARY

Eastern Sierra Land Trust is looking for a contract, part time, bookkeeper to coordinate the Eastern Sierra Land Trust's financial and business activities. This key position will be responsible for tracking the organization's financial operations including the development, interpretation, coordination and administration of the organization's financial, accounting, internal controls and annual audit needs. ESLT's Bookkeeper works closely with the Executive Director/CEO to prepare financial reports, policies, and standards to provide an optimum level of financial and organizational support services.

Contract Expectations

Financial Systems

- Prepare and analyze monthly financial statements in timely manner.
- Reconcile account balances to effectively manage organizational resources.
- Process bi-monthly payroll upon timesheet review; track accrued staff benefits.
- Reconcile and code invoices and payments; post AR and AP; input into QuickBooks.
- Reconcile and code credit cards.
- Track and pay Staff benefits (HAS, IRA, PTO).
- Provide financial analysis and information to Executive Director/ CEO and the Finance & Investment Committee (FIC) Chair and Committee.
- Manage all tax reporting and filing requirements to state and federal agencies.
- Perform project-based budgeting for transactions.

Budget

- Prepare and coordinate annual budget process with Executive Director/CEO.

Audit

- Collaborate with ESLT staff on annual independent audit.
- Prepare reports and provide assistance to auditing firm during annual independent audit.

Business Systems and Administrative Management

- Maintain and implement internal controls to protect organizational assets in accordance with LTA Standards & Practices and the Accounting Standards Update 2016-14.

Grants Management

- Maintain tracking system for each grant and process grant reimbursements.
- Collaborate with staff to ensure timely grant invoicing.

Other

- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education

Bachelor's Degree from an accredited college or university in Accounting, Finance or related field.

Experience

- At least five years of related experience in a non-profit organization.
- Experience with QuickBooks.
- Experience with Designated (Restricted) and Undesignated (Unrestricted) accounting.
- Experience with audits.

Or

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

ORGANIZATIONAL RELATIONSHIPS

1. Supervised By: Executive Director/CEO
2. Employees Directly Supervised: N/A
3. Other: Works with staff, and the Finance & Investment Committee of the Eastern Sierra Land Trust.

This position reports to the Executive Director/CEO.

Compensation and Benefits

This position is contract-based and paid monthly, is part time, at approximately 10-15 hours per week, with more time needed at certain times of the year. Pay rate is commensurate with experience and skills (\$30-\$45 per hour). Occasional in-person office time during normal business hours of Monday – Friday, 9:00 to 5:00, as agreed upon, once it is safe, may be considered. ESLT is based in Bishop, CA.; this position can be 100% remote.

Please direct cover letter and résumé to: Kay Ogden, Executive Director / CEO, kay@eslt.org

Apply via email by to Kay Ogden, Executive Director/CEO. Include cover letter, resume and at least three references, two of which should be managers or supervisors. No phone calls or drop-ins regarding this position please; the ESLT office is currently closed. Applications without a cover letter will not be considered. Our intent is to fill this position in a timely manner; open until our top candidate is found. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

Established in 2001 and Accreditation Renewal in 2016, Eastern Sierra Land Trust (ESLT) works with willing landowners to protect working farms and ranches, rare wildlife habitat, and a rural heritage that harkens back to the days of the great American frontier. We work in California's Eastern Sierra, a 14,000 square-mile region rich in wildlife and natural beauty and steeped in history. Through strategic conservation easements that afford permanent protection for private land, ESLT enters into legal agreements with willing landowners to safeguard their land for scenic, agricultural, recreational, habitat, and watershed values. This healthy balance of sustainable uses ensures a strong local economy and protection for natural areas, wildlife habitat, and migration corridors.