

Heritage Growers Staff Accountant II

Title: Staff Accountant II

FLSA Status: Exempt

Reports to: Operations Manager

Location: Sacramento (Remote Hybrid)

Pay Scale: Annual \$69,000.00-\$76,000.00

Who We Are

A tenacious nonprofit founded in 1998; River Partners brings life back to California rivers. We advance an innovative model of conservation that harnesses the power of restored riverways to create a thriving future for the states' environment and communities. We revive and reconnect entire river landscapes, critical wildlife corridors, and vast ecological regions across California. We achieve this bold pace and scale of restoration by blending modern farming practices, cutting-edge science, and diverse alliances. Each year, we plant hundreds of thousands of native trees and vegetation across thousands of acres along California's most imperiled rivers.

Why We Do It

Healthy rivers are essential for a vibrant California. They provide fresh water for growing our food, economy, communities, and wildlife found nowhere else. Rivers support more species and in greater numbers than any other ecosystem in California – making our state a worldwide biodiversity hotspot. Yet just 5% of our native riverside habitat remains. What's left needs reviving. The actions we take during this decade will decide California's future. With their exponential benefits for wildlife, natural resources, and communities, healthy rivers are critical for a flourishing Golden State for generations to come.

Why Our Work Matters

Our work supports a range of wins for wildlife, flood safety, climate resiliency, water conservation, healthy communities, and local economies statewide. This includes supporting the recovery of dozens of imperiled species, boosting flood safety for communities in flood-prone regions, and growing California's climate resilience by planting more than 2.5 million trees that capture 1 million tons of greenhouse gases each year. We've led hundreds of major projects in more than 20 watersheds across nearly 17,000 acres throughout California. River Partners has restored more habitat along impaired California rivers than anyone else in the West.

Position Description:

The Heritage Growers (HG) Staff Accountant II works under the Heritage Growers Operations Manager and the River Partners Chief Financial Officer. Additionally, they will work closely with HG General Manager, other HG staff, and River Partners' accounting department on a variety of administrative and accounting tasks. They are responsible for maintaining accurate records for accounts payable, accounts receivable, inventory, daily financial entries, database management, grants and contract management support, customer relations, financial reporting to stakeholders and other duties as assigned. This is a key support position to help grow the Heritage Growers business.

Essential Functions and Responsibilities:

Accounting Support 50%

- Provides support in recording transactions and processing payments.
- Perform month-end close processes including bank and credit reconciliations and journal entries.
- Enter vendor invoices and manage accounts payable processes.
- Invoice clients and customers, assembles supporting documentation, and manage accounts receivable processes.
- Supports receiving deposits and collections and processing credit card transactions.
- Work with River Partners to determine strategy to ensure revenue recognition for HG.
- Tracks Heritage Growers physical assets and seed inventory using cloud-based software.
- Track time sheet charges and equipment use to proper projects using VantagePoint ERP.
- Supports the rate determination process of equipment and associate cost pools.
- Performs cost and inventory accounting in cooperation with River Partners' accounting staff.
- Assist in preparing and analyzing financial reports to support decision-making and business planning.
- Prepare monthly financial statements under the direction of CFO and HG General Manager.
- Provide expertise in financial analysis, budgeting, and forecasting.
- Assist in development and implementation of HG accounting policies and procedures.

Grants and Contract Administration 35%

- Perform the administrative coordination of awarded grants and contracts.
- Assist in the preparation and review of grant and contract proposals under tight deadlines.
- Assist in the preparation and updates of project proposal budgets and timelines and updating Baselines and Plans in VantagePoint
- Assist in the preparations of status reports and invoices as required in grants and contracts.

General Administrative 15%

- Assist farming staff with costing products, contracting for supplies, equipment, and equipment maintenance.
- Supports team in storing and organizing documents and records.
- Support equipment purchases and securing multiple quotes.
- Other administrative tasks as needed

Required Knowledge, Skills, and Abilities:

- Strong understanding of GAAP and financial reporting principles.
- Power user of Microsoft Excel and other Office applications, experience with SharePoint, Power BI and Teams.
- Strong attention to detail and accuracy.
- Excellent analytical, problem-solving, and organizational skills.
- Ability to work independently and as part of a team.
- Demonstrates appropriate verbal, analytical, organizational, and written skills.
- Trusted to identify and handle confidential information.
- Ability to work under multiple deadlines, and flexibility to handle changing priorities.
- Integrity and ethics beyond reproach
- Embraces diversity, equity and inclusion and be an active participant in a diverse team.
- Cooperates and communicates with colleagues, supervisors, and managers across the organization.
- Demonstrates a positive attitude, commitment and enthusiasm to carry out Heritage Growers' mission.

Qualifications:

- Bachelor's degree in accounting, finance, business administration or related field.
- Strong interest in farming techniques, habitat restoration, natural science, biology, or related field and likes the outdoors.
- 5+ years of experience in accounting or related field.
- Experience with accounting software (e.g., Quickbooks, Dynamics, NetSuite, Deltek) is highly desired.
- Experience working with contract and grant contracts and or equivalent.
- Previous experience at a product business.

Compensation:

Exempt position. Salary is commensurate with experience, anticipated range between \$69,000-\$76,000.

River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, health insurance, and up to 4% 401(k) match on your contribution.

Location:

This position is based out of Sacramento, but a remote location may be considered pending proposed home office and applicant. A minimum of one day per week in the Sacramento office will be required. The remaining days will be remote, and a typical schedule will be 9 to 5:30pm for this position.

To Apply

Please submit a cover letter, resume, and contact information for three references to the link below

[Careers at River Partners](#)

Review of applications will begin immediately and continue until this position is filled.

Equal Opportunity Employer

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.