



***Emerald Necklace Non-Profit Accounting Manager***

***Small Non Profit 501©3 in Environmental 'Natural Infrastructure' Sector Seeks Manager of Finance & Accounting***

***Located in Altadena, CA***

Amigos de los Rios /The Emerald Necklace Group is a legacy 501(c) 3 non-profit environmental justice community based natural infrastructure design organization committed to planning and implementing convergent natural infrastructure projects for the benefit of residents of the Los Angeles Basin. This Landscape Scale Vision, entitled the 'LA Basin Emerald Necklace' protects biodiversity and integrates nature within the city. Our proposed 'Mountains to the Sea' interconnected watershed- scale system of multi-objective parks, green spaces, trails and green infrastructure school campuses stretch from the San Gabriel Mountains to the Pacific Ocean. The goal of these implementation projects is to protect and enhance ecosystem services whilst improving recreation opportunities and public health outcomes for urban residents.

The Emerald Necklace Team is dedicated and passionate about 'nature based' urban infrastructure, environmental justice, nature based recreation, and expanding green space throughout LA County. We're searching for like-minded individuals with a strong work ethic and desire to take responsibility for creating positive changes to the built environment.

**Responsibilities Include:**

- Comprehensive Preparation and on time submittal of all required monthly grant invoices and associated required reports to protect our cash flow
- Oversee daily archiving/filing of key grant contract documents, final grant project invoices & quarterly reports submitted, vendor invoices and filing contract compliance documents as required to protect our organization and in preparation for external audits
- Collect payroll hours, Cross check with project budgets, provide feedback to Project Managers, Process Payroll – manage payroll records
- Record invoices included in Grant reimbursement requests in QUICK BOOKS and on project management excel spreadsheets
- Daily Updates of Finance Dashboard – monitoring/ensuring cost efficient G & A expense management AR tracking AR, Cash Flow Management
- Financial reports as required for grant applications – and insurance applications
- Creating Checks on QuickBooks for AP
- Manage accounting operations including AR and AP
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal government reporting requirements and tax filing
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Assist in the creation of, Board of Directors and internal executive-level presentations and presentations to potential funders



- Perform ad-hoc research and analyses (e.g., sector and program business case)
- Function as a proactive responsive team play in support of organization and Managing Director

**Requirements:**

- Must have experience using QuickBooks and Excel. Should be able to run various reports, including financial statements and job cost reports. Not-for-profit accounting and a basic understanding of the 990 would be a huge plus.
- Familiarity with public project construction sector, urban forestry & environment sector a plus
- 1-3 years of bookkeeping experience
- Basic knowledge of GAAP accounting principles and procedures
- Experience with generating financial statements, grant invoices, variances & timely reporting
- Experience with general ledger functions and the month-end/yearend close process
- Excellent hands on QuickBooks knowledge, Superior Excel, Word and administration skills
- Attention to Details and clerical accuracy is required
- Strong analytical and data organization/interpretation and reporting skills
- Ability to multitask and deal with constantly shifting priorities
- Self-motivated with positive attitude effective coordination with Managing Director
- Strong people & communication skills responsive follow up on AR and AP
- Proven ability to multi task, work under pressure, meet tight deadlines

Salary Range Commensurate with Experience - \$25-\$40/hr with Benefits

For consideration, please submit your resume, cover letter, 3 references to [info@amigosdelosrios.org](mailto:info@amigosdelosrios.org)

Thank you.