Sierra Resource Conservation District
PO Box 693 Auberry, CA 93602-0693
Office: (559) 855-5840
https://sierrarcd.com/

Stewardship – Responsibility – Innovation

BOOKKEEPER

About Sierra RCD
Sierra Resource Conservation District (Sierra RCD) is a non-regulatory, non-taxing Special District of the State of California serving eastern Fresno County. Sierra RCD partners with landowners, communities, and public agencies to coordinate technical, financial, and educational resources that conserve natural resources and strengthen resilient landscapes. Through four core programs, Sierra RCD supports healthy forests, sustainable agriculture, wildfire resilience, and community conservation.

Position Purpose
The Bookkeeper provides essential bookkeeping and financial administrative support to the District Controller. The position helps ensure financial transactions are accurately recorded, properly documented, and organized to support day-to-day operations, grant tracking, financial reporting, and annual audit requirements.

Responsibilities:

- Enter and categorize bills, invoices, payments, deposits, credit card charges, and other financial transactions.
- Prepare bills for approval and payment processing.
- Enter invoices and record customer and grant payments.
- Collect and maintain receipts, invoices, payment confirmations, and supporting documentation.
- Communicate with staff and credit card users regarding missing receipts, transaction details, and expense coding.
- Assist with training new credit card users on documentation and procedures.
- Maintain accurate vendor and customer records.
- Assist with bank and credit card reconciliations.
- Track and code expenses by grant, project, or funding source.
- Maintain organized financial records and files.
- Assist with month-end closing, annual 1099 preparation and filing, and preparation for the annual fiscal year audit.
- Perform other routine bookkeeping and financial data-entry duties as assigned.

Qualifications:

- Bachelor's degree in Accounting, Business Administration, Finance, or a related field.
- Two years or more of bookkeeping experience.
- Experience with accounts payable, accounts receivable, reconciliations, and financial data entry.
- Experience tracking and documenting grant expenses.
- Experience with QuickBooks Online and Microsoft 365.
- Familiarity with public fund recordkeeping and documentation.
- Strong attention to detail, accuracy, organization, and communication, with the ability to work independently and as part of a team, prioritize tasks, and meet deadlines.

Reports to: District Financial Controller

Working Conditions: This is a non-exempt full time position scheduled for a minimum of 30 hours per week and offers a flexible hybrid work arrangement, including both in-office and remote work. Applicants must reside in Fresno County or within a reasonable commuting distance. The position requires participation in both virtual and in-person meetings.

Compensation and Benefits:
$22.00–$25.00 per hour, based on experience and qualifications • 80 hours Paid Personal Leave annually • 6 Paid Holidays • 40 hours Paid Sick Leave • Health Benefits after 90 days • Retirement Options

To Apply: OPEN UNTIL FILLED. Send letter of interest and resume to District Financial Controller at sokmarly@sierrarcd.com