



YOSEMITE  
CONSERVANCY

## Staff Accountant

**Position type:** Regular full time

**Reports to:** Director of Accounting

**Location:** San Francisco Bay area

The Yosemite Conservancy Staff Accountant is responsible for the entire bookkeeping system, including accounts payable, accounts receivable, vendor relations, general ledger, reconciliations, schedules, and month-end financial summaries. The Staff Accountant needs to maintain an adequate system of accounting records and comply with generally accepted accounting principles and other regulatory requirements. This role works closely with the Director of Accounting on the monthly close and prepare for an annual financial statement audit and 990 filing.

The Finance Team is a small, highly collaborative team. Our work is foundational to the leadership and financial health of the Conservancy. We provide the information that drives key decisions for visitor programs, retail, and grantmaking that protects and preserves Yosemite National Park.

### Who We Are

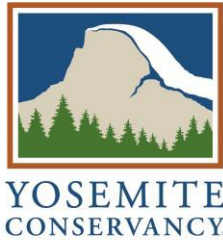
We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the Park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

### What You'll Do

The Staff Accountant reports to the Director of Accounting and is responsible for the following:

#### Leads:

- Process accounts payable, prepare disbursements, and manage vendor relations.
- Prepare and send 1099s annually.
- Prepare cash receipts and track pledge receivables.
- Work with the Development department to reconcile donations from the donor database and ensure donor restrictions are followed.
- Record payroll journal entries.
- Reconcile retail transactions and program revenue with bank accounts, and coordinate with Director of Retail Operations and Program Managers as needed.
- Transfer retail transactions into accounting system and process accounts receivable transactions from wholesale customers.
- Prepare journal entries and reconcile balance sheet accounts.
- Cross-train within the department to provide adequate coverage during absences. Areas include payables, recording entries, reconciliations, etc.
- Review bank transactions, including positive pay and ACH exceptions.
- Review mail items for annual filings.

**Supports:**

- Prepare monthly accounting schedules and reports
- Maintain general accounting records to ensure compliance with generally accepted accounting principles, internal policies, and record retention.
- Assist in year-end close, as well as work with independent auditors for annual audit of financial statements and preparation of 990.
- Participate in IT committee.
- Special projects in collaboration with internal and external partners.
- Other duties as necessary.

**Who You Are / Keys to Success (the must-haves)**

To be successful in this job, you will excel in these areas:

**Hard skills:**

- Demonstrated accounting experience, and knowledge in Accounting ERPs and a variety of computer programs, including Microsoft Office, and donor database software.
- Perform complex accounting duties including maintenance and analysis of accounting records.
- Prepare accounting schedules and financial reports.
- Prepare journal entries and reconcile ledger accounts.

**Soft skills:**

- Ability to work under only general supervision.
- Detail-oriented, while also being collaborative, creative, and flexible.
- Self-starter who is comfortable working independently and under minimal supervision.
- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.

**Requirements:**

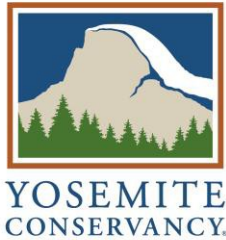
- Undergraduate degree in accounting or business.

**The following are plusses, but not requirements:**

- Experience preferably in nonprofit sector
- One or more years related experience and or training.

**Working Conditions**

- Primarily desk-/computer-based, with regular meetings (in person, or via video or phone).
- Potential to lift, carry, or otherwise move objects weighing up to 30 pounds.



## What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and based in the San Francisco office with flexibility to work from home 1 day per week.

We plan to resume travel occasionally when it is safe to do so. As such, the role will require travel to Yosemite National Park a couple times per year.

The salary for this position ranges from \$29 to \$34 per hour.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- Vision and dental insurance
- Basic life insurance
- Vacation and sick leave
- Retirement program (following one year of employment)
- Annual National Parks pass
- Stipends to visit Yosemite National Park twice a year
- and more

## How to Apply

Please send a cover letter and resume in a single PDF file to [jobs@yosemite.org](mailto:jobs@yosemite.org) with the subject line “[your name] – Staff Accountant.” Applications will be accepted on a rolling basis until the position is filled.