POSITION ANNOUNCEMENT

POSITION TITLE: Grant and Accounting Coordinator
STATUS: Full-Time, Exempt
REPORTS TO: AmeriCorps and Recreation Programs Director
POSITIONS REPORTING TO THIS POSITION: None
LOCATION: Reno, NV
TIMELINE: Open until filled

BACKGROUND: The Walker Basin Conservancy (Conservancy) leads the effort to restore and maintain Walker Lake while protecting agricultural, environmental and recreational interests in the Walker Basin (www.walkerbasin.org). The Conservancy acquires water rights and ranches to increase freshwater flows to Walker Lake. We re-establish native plant communities on former agricultural fields, increase public access and recreation opportunities, and develop practical solutions to save Walker Lake.

From creating Nevada’s newest State Park (the Walker River State Recreation Area) to adding thousands of acres to Wildlife Management Areas, our work impacts thousands of community members, ranchers and recreationists every year. The Conservancy operates a nursery that produced more than 25,000 native plants in 2021 and produces native seed for conservation purposes on its properties. Our team comprises approximately 30 full-time employees and between 15 and 40 AmeriCorps Members given the season.

We invite you to join us in our ambitious mission to restore Walker Lake. The Conservancy has an inclusive, positive culture that values work-life balance and growth opportunities. Our generous benefits package further separates us from other non-profits and local employers.

JOB PURPOSE: The Grant and Accounting Coordinator is responsible for providing key support for the AmeriCorps Program and WBC Accounting by assisting with grant administration and compliance, processing payroll, cash receipts, credit cards and accounts payable.

Essential Functions

- Support WBC Accounting:
  - Daily entries into QuickBooks and general QuickBooks support as needed;
  - Process accounts payable (AP) invoices timely, prepare checks for printing, and mail vendor checks;
  - Make bank deposits and scan copies of checks for Director of Finance (DF) or Executive Director (ED) approval;
  - Reconcile credit card statements and maintain proper filing systems;
  - Maintain and monitor relationships with vendors;
  - Manage receipts of all cash/checks;
  - Prepare all bank reconciliations;
  - Review timesheets for accuracy prior to payroll;
  - Process biweekly payroll including time allocations, summarizing and preparing payroll reports for DF or ED;
  - Prepare monthly grant billings with assistance of DF;
  - Assist with the review, selection, and implementation of new accounting/reporting software;
  - Assist DF and ED in the monthly and year end closing of the ledger and preparation of director reports; and
o Assist DF with the year-end Uniform Guidance Audit;

• Support the WBC AmeriCorps Program:
o Assist with member recruitment by updating postings, receiving and sorting applications, updating applicants on status, and completing reference checks;
o Assist with member onboarding by updating, sending, and organizing new member paperwork and completing member background checks according to the National Service Criminal History Check policy;
o Assist with member exits by compiling, distributing, and collecting member final paperwork;
o Assist with AmeriCorps grant writing and reporting; and
o Ensure AmeriCorps grant compliance by maintaining member files, tracking service hours, and updating policies and member handbook.

• Support other WBC Programs:
o Assist with grant writing, tracking, and reporting;
o Assist with project and grant budget development; and
o Develop protocols and procedures for better tracking and accountability.

Qualifications

• Bachelor’s Degree in Accounting preferred but not required;
• Basic knowledge of QuickBooks preferable;
• Excellent computer skills and proficient in Excel, Word, and Outlook;
• Highly organized and detail oriented;
• Ability to follow verbal and written instructions and meet deadlines;
• Team player with a strong work ethic; and
• Desire to pursue further education (employee will be eligible to participate in WBC Professional Development Program).

Physical and Mental/Intellectual Requirements
Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions
Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.
Salary & Benefits:
A salary range $19-$24 per hour, based on the level of experience.

Excellent employee benefits package which includes:

- Employer paid health, dental, vision and life insurance plans for employee Retirement 403(b) plan includes a 6% automatic company contribution;
- 120 hours of annual paid vacation, increasing to 160 hours after first year of employment;
- 16 hours of annual personal leave;
- Company paid holiday week between Christmas and New Year’s;
- 60 hours of annual sick leave;
- 12 paid holidays;
- Health and wellness subsidy; and
- Employer paid professional development.

Position will remain open until filled. Only top candidates will be contacted.

All applicants must also submit an Employment Application Acknowledgement form that can be found on our website at: https://www.walkerbasin.org/join-our-team

To Apply, please send cover letter, resume, and acknowledgement form to:
Miguel Gonzales
Miguel.Gonzales@walkerbasin.org
Subject Line: Grant and Accounting Coordinator

Please call (775) 463-9887 ext. 110 with questions.

Walker Basin Conservancy is an equal opportunity employer.

Equal Opportunity Statement – Walker Basin Conservancy is an equal opportunity employer. WBC does not discriminate against any employee, applicant, director, officer, contractor, or any other person with whom it deals because of race, creed, color, disability, age, sex, veteran status, religion or political affiliation. WBC complies with all federal and local statutes prohibiting discrimination in employment.

Reasonable accommodations may be provided for qualified individuals with a disability.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.