Position Announcement

POSITION TITLE: Finance Assistant
STATUS: Part-Time, Non-Exempt (15-20 hours per week)
REPORTS TO: Director of Finance
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 Finance Assistant is responsible for providing assistance to the Conservancy’s Director of Finance (DF) and Executive Director (ED) by, processing payroll, grant billings, credit cards and accounts payable.

Essential Functions

- Support the Director of Finance:
  - Daily entries into QuickBooks and general QuickBooks support as needed;
  - Process accounts payable (AP) invoices timely, prepare checks for printing, and mail vendor checks;
  - Reconcile credit card statements and maintain proper filing systems;
  - Maintain and monitor relationships with vendors;
  - 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...
Assist DF with the year-end Uniform Guidance Audit;

**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 the Conservancy’s 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.

**COVID-19 Pandemic Response**

The Conservancy is requiring all staff and members to be fully vaccinated by their position start date or have a documented medical or religious exemption.

The Conservancy continues to follow CDC and state/local guidelines and may reinstate previous COVID policies should the CDC or state/local guidelines become more stringent. The Conservancy will keep applicants updated should COVID policies change.
Salary & Benefits:
A salary range $20-$26 per hour, based on the level of experience.

Excellent employee benefits package which includes:

- Annual paid vacation and sick leave;
- Company paid holiday week between Christmas and New Year’s;
- 12 paid holidays; 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:
Amy Gladding
Amy.gladding@walkerbasin.org
Subject Line: Finance Assistant

Please call (775) 463-9887 ext. 116 with questions.

Walker Basin Conservancy is an equal opportunity employer.

Equal Opportunity Statement – Walker Basin Conservancy is an equal opportunity employer. The Conservancy 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. The Conservancy 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.