Sierra Nevada Journeys is committed to delivering innovative outdoor, science-based education programs for youth to develop critical thinking skills and to inspire natural resource stewardship. Sierra Nevada Journeys prioritizes diversity, equity, and inclusion. We believe that active reflection, engagement, and commitment to these principles is crucial to creating a workplace that has diverse perspectives.

We believe that environmental education and outdoor recreation should be accessible for all, and we are committed to prioritizing those in our community with the least access. We strive to build our workforce and programs around our ability to serve communities diverse in race, ethnicity, gender, sexual orientation, age, physical and mental ability, values and perspectives.

To achieve this vision, we focus on building sustainable partnerships with schools and communities that serve the youth who have the least access to high-quality science education and outdoor learning experiences. We invite continuous voice from these partners, and the youth and families they serve, to inform how we design and deliver culturally relevant and inclusive programs. It is with this vision in mind that we pursue our mission, striving to become the equitable and inclusive organization that the youth of our communities deserve.

WHO WE WANT
When you join our team at Sierra Nevada Journeys you can expect to be part of an inclusive, innovative and equity-focused community that requires broad collaboration among staff, students and partners. We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations.

Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings our organization. The successful candidate will be an equity-minded individual committed to collaborating with staff, students and partners to deliver innovative outdoor and science education programs for youth.

We recruit a workforce that reflects our audience. We value our employees by fostering a culture where the unique backgrounds and perspectives of our staff are seen and heard, and by providing sustainable compensation, mentorship and professional development opportunities.

THE POSITION
Sierra Nevada Journeys is seeking a full-time bookkeeper to support the Finance Director and bookkeeping for the 501(c)(3) nonprofit that serves 35,000 students annually. The current annual budget is $4M and continually growing.
Bookeeper
Full time; $47,840 - $49,920 DOE + Benefits; salaried exempt position
Primarily in-office hours to start and option to transition to up to 80% remote working
Sierra Nevada Journeys – Reno, Nevada

AREAS OF RESPONSIBILITY

• Conduct reconciliation of all bank accounts, credit card accounts and other accounts.
• Perform activities related to the accounts payable function including reviewing, coding, and processing payments using Bill.com and preparing manual checks.
• Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
• Prepare financial reports through collection, analysis, and summarization of data.
• Interpret and apply accounting policies, rules, and accrual basis accounting on all work in order to ensure compliance with general accrual basis accounting principles.
• Understand payroll functions, and time sheets; serve as backup to processing payroll.
• Assist with special projects.

REQUIRED QUALIFICATIONS

• Bachelor's degree in Accounting, Finance, or related field preferred
• 3+ years relevant experience working in accounting and bookkeeping
• Thorough knowledge of accrual basis accounting
• Strong verbal and written communication skills
• Proficient skills in QuickBooks Online, Microsoft Excel, payroll processing, use of cloud based file storage, email and calendaring (pre-employment testing required)
• Experience with accounts payable, accounts receivable, payroll, and general ledger
• High degree of accuracy and attention to detail
• All employees are required to attest in writing they have up-to-date immunizations against the diseases required for public school attendance in the state in which they work and have received a COVID-19 vaccination as a condition of employment.

COMPENSATION AND BENEFITS

• $47,840 - $49,920 DOE; salaried exempt position
• In-office hours to start at our Midtown Reno location; ability to transition to work remotely up to 80% (i.e., 4 days work from home and 1 day in the office) over time once processes and new systems are in place and running smoothly
• Medical, dental and vision insurance (covers 90% for employee and 25% for dependents)
• Paid time off and 10 paid holidays per year
• Optional 403(b) retirement plan and up to a 4% match by Sierra Nevada Journeys
• Flexible work schedule and office environment; mission-driven work with an established collaborative culture

To apply, please send resume, cover letter, and list of three professional references to jobs@sierranevadajourneys.org. In the subject line of your email please include “Bookkeeper” and your last name.

EEO STATEMENT

Sierra Nevada Journeys is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled
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status or genetic information.