Amah Mutsun Land Trust

JOB ANNOUNCEMENT

Book Keeper/Accountant

Background

Amah Mutsun Land Trust (AMLT) is a nonprofit organization founded by the Amah Mustun Tribal Band to protect sacred sites, and to promote traditional cultural and spirituality stewardship of lands within the Mutsun and Awaswas territories through research, conservation, restoration, and education. The Amah Mutsun Tribal Band is comprised of the descendants of indigenous people taken to missions San Juan Bautista and Santa Cruz.

Amah Mutsun Land Trust has developed a number of programs to fulfill its organizational purposes, including:

- The Native Stewardship Corps (NSC), a work training, cultural relearning, and conservation fieldwork program for tribal members;
- A Coastal Stewardship Summer Camp for tribal youth;
- Cultural burning;
- Demonstration Native Gardens;
- Research and education programs that promote indigenous perspectives in resource management.

The Amah Mutsun Land Trust has grown dramatically over the past several years, and we expect the number, breath, and depth of these programs will continue to expand.

Candidates applying for this position would have the opportunity to join an exciting team of colleagues interested in re-establishing an important connection between native people and their ancestral homelands and to learn about native practices, ceremonies, and culture as part of this job. Many indigenous tribes, like the Amah Mustun, were forcibly removed from their lands, and the few that survived the mission system, suffered historic trauma and never regained what was lost. The Amah Mutsun Land Trust is trying to right that wrong by protecting the places the Tribe cares about, employing tribal members to renew their sacred obligations to restore and steward...
Mother Earth, and by reconnecting tribal members to their lost history and cultural landscape.

**Position Description**

The Book Keeper/Accountant primary will be responsible for keeping track and managing Amah Mutsun Land Trust’s numerous grants and putting financial data into Xero, our accounting software, so we can generate timely financial reports. This position will also be responsible for monitoring and managing our financial systems and processes to make sure they are effective and efficient, and communicating and coordinating between accounting and programmatic functions to ensure everything is in synch and billings, deadlines, and obligations are being met.

**Duties**

- Manage, track, and file all grant documents
- Manage project budget records
- Keep track of grant related deadlines and help prepare grant reports
- Generate correspondence related to grant awards, reports, payments, deposits, and other grant-related materials consistent with grant guidelines
- Implement the grant analysis recommendations from the Nonprofit Capital Management (NPCM) for improving our existing grant management system
- Implement recommendations from NPCM’s financial assessment to improve the effectiveness and efficiency of our financial systems
- Enter financial data into our financial systems to enable the creation of timely and reliable financial tracking reports
- Analyze financial data and develop trend analyses so we can better predict revenues and expenditures, and other trends, affecting our internal operations and cash flow
- Communicate between financial and programmatic functions, including our three outside CPA and accounting firms, to ensure everyone is in synch and coordinated and that our record keeping, bill paying, and deposits are being handled in a quick and efficient manner and properly recorded
- Assist the Office Manager and Executive Director in preparing annual budgets for Board consideration and other documents needed to account
For, record, track and process Amah Mutsun Land Trust’s financial affairs
- Work to ensure that our accounting, book keeping, and financial systems and practices meet the highest standards for fiscal accountability and record keeping
- Support other staff and staff functions as needed with financial and accounting assistance

**Compensation**

This is a full-time, exempt, position that comes with health benefits, vacation and sick leave, and paid time off for holidays. The compensation is between $65-75,000, depending upon experience. Since its inception, the Amah Mutsun Land Trust has been a virtual organization, with all staff members working from home. Board meetings are held quarterly at the UC Berkeley’s Archeological Lab.

**Qualifications**

- Bachelors degree in accounting
- 3 to 5 years work experience of nonprofit finance and accounting experience
- Familiarly with Xero accounting software
- A team player excited about collaborating and supporting others
- A good communicator who likes solving problems
- A person knowledgeable, interested, and curious about Native American history and Mutsun Culture
- A person committed to land protection and biological and cultural diversity of our planet
- Demonstrated success at making finance and accounting systems work better at a small organization
- Not afraid to work independently, give feedback, and make improvements where needed

The Amah Mutsun Land Trust is an equal opportunity employer and does not discriminate against people of different genders, races, religions or creeds. We also are a drug and alcohol free work place that prohibits the use of drugs and alcohol on the job or at any of our work sites.
If you are interested in this unique opportunity, please submit your resumes and cover letter to Lisa Carrier at lcarrier@amhamutsun.org or mail us at 2460 17th Avenue, #1019, Santa Cruz, CA 95062. Questions can also be directed to Ms. Carrier.