



Salmonid Restoration Federation

Job Title: SRF Bookkeeper and Contract Manager
Reports To: Executive Director
Compensation: Salary commensurate with experience
Benefits: Competitive benefits include prorated vacation, sick-time, and holiday accrual
Terms: Part-Time or as a contractor if preferred

Salmonid Restoration Federation seeks a highly motivated, dynamic, and experienced individual to oversee bookkeeping, and some grant contract management responsibilities. This position is based at our office in Eureka, CA.

Bookkeeping duties (approximately 80% of time):

Under the supervision of the Executive Director, the Bookkeeper will perform key bookkeeping tasks for the organization. Duties include:

- Administer payroll and payroll taxes
- Accounts payable and receivable
- Preparation of financial statements – monthly, quarterly, annual
- Assist with the preparation of tax statements
- Filing the PPP Loan Forgiveness application (2020)
- Make regular bank deposits
- Monthly reconciliation and weekly reconciliation and PayPal transfers during event season

Contract and Grant Management duties (approximately 10% of time):

Under the supervision of the Executive Director, the Grants Manager will perform key tasks to manage financial aspects of grant and contract requirements. Duties may include:

- Prepare invoices for all grants and contracts and submits in a timely manner
- Make recommendations for strategic invoicing among grants
- Coordinate payment of grant billable items to appropriate grant
- Track running balances of line items and billable hours for all grants and prepares a monthly report
- Maintain and organize grant records to meet requirements of grants
- Prepare financial aspect of grant reporting
- Alert ED or Program Director in a timely way to pending grant requirements including: reporting, budget status and cash management needs

Other duties (approximately 10% of time) include:

- Assist in preparation of annual organizational budget
- Credit applications, general liability and workers compensation insurance administration, and other office duties as needed
- Interface with partners, contractors and subcontractors to facilitate payments, reports, etc.
- Assist in managing organizational cash flow, cash flow analysis of grants, and grant cost share tracking

Key qualifications and skills:

- Attention to detail and excellent organizational skills
- Good oral and written communication skills
- Ability to work independently, take direction appropriately, and ask questions when necessary
- High degree of personal accountability and reliability
- Ability to maintain confidentiality
- Proficiency and expertise in QuickBooks, excel and Microsoft Office programs
- Previous work experience in bookkeeping required, grant and contract management a plus
- Ability to work the annual conference (5-day commitment each spring) and potentially other events
- Genuine enthusiasm for Salmonid Restoration Federation's mission to restore wild salmon

This position is part time (32-40 hours/month). Pay depending on skill level and experience. Benefits include prorated paid vacation, holiday and sick leave on an accrual basis. Please submit cover letter and resume, with references, to srf@calsalmon.org

Position open until filled. For more information, send inquiries to this [email address](#), or call (707) 923-7501