



Upper Salinas-Las Tablas Resource Conservation District

9481 El Camino Real, Atascadero, CA 93422 | 805.460.7272 | www.us-ltrcd.org

Job Announcement

Finance Officer

The Upper Salinas – Las Tablas Resource Conservation District (USLTRCD) is committed to assisting stakeholders with their natural resource management and conserving habitat and ecosystems in our District. The US-LT RCD has successfully worked with local stake holders, including farmers and ranchers, other landowners, municipal, County and State governments since its inception in 1951. Work is diverse, interesting, and challenging that truly makes a difference in our community.

Position Title: Finance Officer

Location: Atascadero, CA

Hours: Part-time position, non-exempt, approximately 20-24 hours per week.

Compensation/Benefits: \$28 per hour depending on experience plus health stipend, generous vacation and sick allowance.

The Finance Officer takes charge of the financial health of the organization, manages contract budgets, operational budgets, financial tracking and reporting, and provides financial accounting to meet legal requirements. The Finance Officer works closely with the Executive Director, Finance Subcommittee members, and the Board Treasurer to oversee financial management.

Primary Responsibilities

- Keep accurate records for all daily transactions
- Process payroll
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Review and implement financial policies
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office budget

Minimum Requirements:

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- BS degree in Finance, Accounting or Economics
- Professional qualification as a CFA/CPA is considered a plus

Please send cover letter, resume and three references to admin@us-ltrcd.org and include “Job Announcement” in the subject line. Position is open until filled.