



**Position Title:** Accounting Clerk

**Office Location:** Chico, CA

**Reports to:** Senior Accounting Manager

**Position Description:** River Partners is a private, nonprofit California corporation with offices in Chico, Sacramento, Turlock and San Diego. River Partners' mission is to create wildlife habitat for the benefit of people and the environment. We are a project-focused company that believes in the power of demonstrating environmental improvement through large-scale river restoration and empowering others through partnership and collaboration.

The Accounting Clerk will be responsible for all accounts payables, equipment logs, and answering general inquires. The Accounting Clerk works closely with the Senior Accounting Manager.

**Essential Functions and Responsibilities:**

General Accounting

- Communicate with managers and staff to ensure submission of all invoices and receipts
- Review submitted invoices and receipts for proper approval and reasonableness of transaction
- Accurately post invoices and receipts to proper time periods, cost centers, and accounts
- Prepare accounts payable for check processing
- Summarize equipment logs on a monthly basis.

Finance Team Participation

- Contribute ideas and analysis to initiate and manage growth
- Assist in managing the company finances to efficiently complete the company mission, develop financial capacity, and maintain financial stability
- Assist in maintaining accounts in accordance with federal and state regulation
- Participate in annual and long-range planning that initiates and manages change
- Prepare necessary loan and vendor account applications
- Other duties as requested by the Senior Accounting Manager

**Knowledge Skills and Abilities:**

- Knowledge of generally accepted accounting principles and OMB circulars
- Intermediate knowledge of cost accounting.
- Advanced 10-key and MS Excel abilities required
- Ability to establish and maintain effective and professional working relationships with employees, vendors, and project partners
- Show good judgment in identifying and handling confidential information
- Capable of working independently
- Excellent verbal, analytical, organizational and written skills.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out River Partners mission.



**Qualifications:**

- Associates degree in Accounting, Finance, or related field. Bachelor's degree in Accounting or Finance preferred.
- A minimum of 3 years of experience in an accounts payable and project billing position or equivalent type role

To apply email your resume, cover letter and hourly compensation requirements to:  
[jobs@riverpartners.org](mailto:jobs@riverpartners.org), Subject: Accounting Clerk

Or send to:  
River Partners  
Attn: Accounting Clerk  
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Chico, CA 95926