

~ Job Announcement ~

Bookkeeper and Payroll Administrator At the Occidental Arts & Ecology Center

40 hrs per week, year-round. Non-residential position.

Application Deadline: Wednesday, March 15, 2023 (or until position is filled)

Start date: On or after Monday, April 3, 2023

The Occidental Arts and Ecology Center (OAEC) is an 80-acre demonstration, education and advocacy center and organic farm located in western Sonoma County, California. Now in our 29th year, OAEC's work focuses on cultivating ecological literacy and building the capacity of civic and social movement leaders and organizations to guide their communities toward an ecologically regenerative, economically viable, and socially just future. We offer a diverse and interrelated set of programs and partnerships to achieve our mission, including modeling land-based resiliency, training change makers, building the capacity of communities and organizations, and policy advocacy.

JOB SUMMARY

The Bookkeeper and Payroll Administrator is responsible for maintaining and supporting the finance and payroll administration systems for OAEC and reports to OAEC's Finance Director. They will be part of a two-person Finance Department team that serves OAEC's diverse portfolio of projects and programs, including its growing Fiscally Sponsored Projects (FSP) Program. This individual will work on-site at OAEC, and should be self-directed, flexible, easy to get along with, and passionate about OAEC's mission and programmatic work in the world.

PRIMARY RESPONSIBILITIES OF THE JOB

Financial Systems and Bookkeeping

- Run weekly A/P, including implementing OAEC's approval process for financial controls; issue and mail checks; and pay contractors via payroll service bi-monthly.
- Input weekly A/R, including online deposits (Stripe and PayPal), reconcile nursery cash and POS registers, and issue course refunds.
- Compile monthly Workers' Compensation reports and issue payment.
- Run certificates of insurance and annual vehicle insurance renewals.
- Responsible for management of RAMP credit cards, execution of credit card receipts entry and review, flagging noncompliance issues.
- Enter all financial data into QuickBooks Desktop accounting software.

- Responsible for OAEC Kitchen quarterly report and meal tracking system.
- Administer annual financial reporting requirements, including but not limited to W2 and 1099 reporting.
- Responsible for supporting FSPs in setting up online donation platforms.
- File BOE sales tax quarterly, with support from the Finance Director.
- Support 2-4 annual OAEC events (e.g. [Chautauqua Revue](#), performances, etc) with cash on hand, reconciliation, and POS.
- Maintain the integrity of OAEC's financial and personnel documentation filing systems, including annual changeover of financial binders and files.
- Update financial systems documents, including accounts lists, recurring credit card transactions lists, password documents, and insurance drivers list.
- Responsible for following up on uncleared transactions, missing receipts, and book cleaning.
- Responsible for creating and updating OAEC's finance and payroll calendars.
- Ensure that all contractors have completed a W9.
- Pull retained document samples for annual audit fieldwork.
- Answer FSP client questions about AP and AR, including sending a weekly status update on cash received.
- Maintain petty cash, including reconciliation.

Payroll Administration

- Set up new employees in OAEC's payroll and HR systems.
- Responsible for orienting and onboarding new hourly employees to payroll, reimbursement, mileage and related financial systems.
- Prepare hourly timesheets and hourly manager approvals for payroll.
- Prepare bi-monthly payroll worksheet, including e-timesheets for FSPs.
- Run bi-monthly payroll for FSPs and OAEC, with support from the Finance Director.
- Respond to inquiries from employees and outside parties regarding pay stubs, garnishments, employment verifications, levies, etc.
- Enter payroll into QuickBooks Desktop.
- Work with the Finance Director to maintain dates of benefits eligibility and implement benefits for hourly and salaried employees.
- Prepare OAEC's bi-monthly 401K worksheet.
- Set up payroll in new states, as needed.

Support the Finance and HR Administration Department

- Assist with OAEC's annual benefit audits (401K and workers comp).
- Be available during the fieldwork week of OAEC's annual nonprofit audit process.
- Maintain OAEC's procedures manual for the Bookkeeper and Payroll Administrator position.
- Create orientation and training tools and materials for OAEC and FSP employees.

- Support the Finance Director with other administrative tasks.

Participate in OAEC Staff Self-Governance

- Participate in weekly Thursday morning OAEC staff meetings, and serve on appropriate committees.
- Participate in the annual staff performance review process, including serving on review committees of staff with whom the Bookkeeper and Payroll Administrator will be working most closely.

REQUIRED QUALIFICATIONS FOR THE JOB

(Please do not apply if you do not meet the following requirements)

- 3+ years of bookkeeping experience in a small or medium business setting is required or 2 years of full-charge bookkeeping experience will be considered.
- Non-profit bookkeeping experience is preferred but not required.
- Experience with QuickBooks is required (OAEC's uses 2021 QuickBooks Desktop in a remote PC environment).
- Ability to work independently, efficiently, and to follow OAEC's financial protocols.
- Proficiency in processing payroll on a platform such as ADP.
- Extensive experience with Mac computers, Google Drive environment (Sheets and Docs), Microsoft Office (Excel and Word), and payment platforms like Stripe or Lightspeed.
- Exceptional attention to detail and high level of accuracy.
- Ability to organize and complete a multitude of small tasks on a daily basis.
- Interested in being part of a staff-led, distributed authority model of organizational governance.
- Deeply in alignment with OAEC's values, mission, theory of change and programmatic activity (see [OAEC's website](#)). We want someone who is passionate about working at OAEC: an organization that is committed to ecological, racial, economic and social justice.

COMPENSATION, LOCATION AND WORK ENVIRONMENT

- The current annual salary for the Bookkeeper and Payroll Administrator is set at \$56,466 per year at 40 hours/week. Compensation rates and raises for all staff are not negotiable and are set by the OAEC Staff Executive Council, which is elected by the staff collective.
- OAEC offers generous paid time off: a total of 5.5 weeks per year of vacation and floating holidays combined, as well as paid sick time off.
- OAEC offers a paid health and wellness benefit, currently set at approximately half of the value of a Kaiser Permanente Silver HMO Plan for each employee, as well as an employee-only contribution 401(k).

- The Bookkeeper and Payroll Administrator will work on-site at OAEC in the main offices. After full orientation and proficiency in the position, it may be possible to work occasionally from home, if requested by the employee and approved by the Finance Director.
- All staff may enjoy the use of OAEC's beautiful facilities, including our swimming pond, hot tub and sauna, and wildlands. Staff are invited to harvest from the extraordinary array of organic produce, flowers, and fruit grown in our Mother Garden and orchards.
- When working on-site, staff may participate in the renowned organic meals prepared for retreats and residents by OAEC's kitchen staff. Staff may take OAEC courses free of charge, and attend the various theater performances, small concerts, talks and celebrations happening on-site throughout the year.

HOW TO APPLY

- Before applying, please spend some time looking at the OAEC's website (www.oaec.org) to better learn about the site, the organization, and to understand what we do in the world. You might also look at a recent [Annual Update](#), and some of the various videos and pages on our website about our many programs (that the work of the Bookkeeper and Payroll Administrator serves), including our [Fiscally Sponsored Projects Program](#), [Resilient Community Design Program](#), and a [visual tour of our Retreat Center](#).
- We are accepting applications until 5:00 pm PDT, Wednesday March 15, 2023 but we will accept applications after that until the position is filled. Check the OAEC website [Jobs Page](#) to see if the deadline is extended. Early application is encouraged as applicant screening will begin before the deadline. The Bookkeeper and Payroll Administrator position will start on or after Monday, April 3, 2023 or when the position is filled.
- Qualified applicants should email a cover letter, resume, and a list of three to five references to "Hiring Manager" at jobs@oaec.org with the subject: "Bookkeeper and Payroll Administrator". Resumes without cover letters will not be considered.
- OAEC actively seeks a diverse applicant pool and encourages candidates of all backgrounds to apply. OAEC does not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, disability, medical condition, marital status, veteran status, sexual orientation, gender identity, age, or on any other basis.
- Please do not contact OAEC directly with questions or inquiries, but refer to this Job Announcement on the OAEC website [Jobs Page](#) for information. Applicants will be notified by email if OAEC requests more information or an interview. Thank you!