



# Pacific Crest Trail Association

## JOB ANNOUNCEMENT

August 1, 2019

Work passionately on behalf of the finest hiking and equestrian trail in the Western United States. **Work for the Pacific Crest Trail Association!**

The Pacific Crest Trail Association, headquartered in Sacramento, California is dedicated to protecting, preserving and promoting the Pacific Crest National Scenic Trail. The following part-time staff position is currently open:

### Accounting and Human Resources Specialist

In this position you will have the opportunity to:

- Process a variety of accounting transactions such as payroll, invoices, and staff and volunteer expense reimbursements in compliance with generally accepted accounting principles, federal grant circulars, and PCTA's policies, procedures and contracts.
- Understand various restricted fund budgets to ensure invoices, expense reports, and timesheets are coded to the appropriate restricted fund.
- Prepare financial grant reports to federal agencies, ensuring grant compliance.
- Assist the Accounting Manager with the month-end close process including reconciling various general ledger accounts, preparing journal entries, and updating schedules.
- Prepare and distribute monthly budget reports to volunteer groups and staff.
- Assist in preparation for external audits.
- Assist the Accounting Manager and the Chief Financial and Administrative Officer with human resources including maintaining employee personnel files, annual benefit open enrollment, and the hiring process.

The Accounting and Human Resources Specialist is a key part-time staff position working in the Sacramento office under the direction of the Accounting Manager. Hourly wage is between \$17 and \$21 per hour dependent on experience and qualifications. This part-time position will work 25 hours per week. Benefits include paid holidays, vacation and sick time. May be eligible for 401(k) plan after one year of employment.

We are seeking applicants with:

- Two or four year college degree preferred
- Minimum of two years of relevant professional experience
- Solid understanding of GAAP
- Experience with QuickBooks or other accounting software
- Excellent analytical skills
- Ability to communicate effectively through e-mail, over the phone and in-person
- Consistent and accurate data entry skills and strong computer literacy
- Human resources experience desirable
- Ability to prioritize and work in a fast-paced environment
- Ability to work independently and as a team player

Submit application by **August 22**. Please e-mail resume, letter of interest detailing applicable qualifications, and list of 3 references to [hr@pcta.org](mailto:hr@pcta.org) with the subject Accounting and Human Resources Specialist. In-person interviews will likely be held the week of September 17 and the position will start at the beginning of October. Additional information on this position and Pacific Crest Trail Association at [www.pcta.org](http://www.pcta.org).

*Pacific Crest Trail Association is an Equal Opportunity Provider.*



Revision Date: 7/16/19

**Job Title:** Accounting and Human Resources Specialist

**Supervisor:** Accounting Manager

**F.L.S.A.:** Non-Exempt

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**Summary** – Under the supervision of the Accounting Manager, the Accounting and Human Resources Specialist processes and posts a variety of accounting transactions such as invoices, payments and expenses in compliance with generally accepted accounting principles, federal grant circulars, and organization's policies, procedures and contracts. The position is responsible for understanding PCTA's various restricted funds and charging appropriate expenses to those funds. This position assists the Accounting Manager with various accounting duties including preparing journal entries and reconciling ledger accounts, processing payroll, completing bi-monthly check runs, preparing budget and grant reports, and filing annual charitable solicitation registrations. The Accounting and Human Resources Specialist assists the Accounting Manager and the Chief Financial and Administrative Officer with human resources including maintaining employee personnel files, annual benefit open enrollment, and the hiring process.

**Essential job functions and tasks are:**

**Accounting and Finance**

- Receive and code invoices and expense reports to proper accounts and funding sources. Ensure staff are following proper expense reimbursement policies and procedures and supervisors are approving invoices and volunteer expense reimbursements timely.
- Assist in the preparation of financial grant reports to federal agencies, ensuring that reports are submitted on time.
- Understand all restricted fund budgets to ensure invoices, expense reports, and timesheets are coded to the appropriate restricted fund.
- Monitor bank transactions daily and provide copies of electronic deposits to the fundraising team to process.
- Prepare check runs bi-monthly.
- Prepare 1099's annually.
- Prepare quarterly sales tax returns and worker's compensation reports.
- Prepare and make bank deposits as needed.
- Enter deposits in accounting software.
- Assist the Accounting Manager with the month-end close process including reconciling various general ledger accounts, preparing journal entries, and updating schedules.
- Prepare and distribute monthly budget reports to volunteer groups and staff.
- Assist in preparation for external audits. Answer auditor questions and prepare additional information and schedules during the audit.

## **Accounting and Human Resources Specialist continued**

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- Assist the Accounting Manager with the preparation of information for the Form 990 to be submitted to the tax preparer.
- Manage state charitable registration filing process (prepared by an outside vendor) and review forms for accuracy.
- Complete analysis of accounting records as needed or requested by the Accounting Manager or Chief Financial and Administrative Officer.
- Collect and review timesheets for accurateness to ensure staff are following policies and procedures and entering appropriate restricted fund codes.
- Process bi-weekly payroll with an outside payroll service.
- Prepare payroll journal entries.

### **Human Resources**

- Maintain personnel files.
- Create new hire packets and assist with onboarding new employees.
- Train new hires on expense report and timesheet policies and procedures.
- Assist with administration of employee benefits including annual open enrollment.
- Maintain a system for tracking when personnel files need to be updated with current information such as I-9's, current driver's licenses and insurance cards.
- Maintain a system for informing supervisors when employee reviews are due and tracking when they are complete.

### **General and Administrative**

- Manage offsite file storage and ensure it complies with PCTA's record retention policy.
- Provide general administrative support to the Accounting Manager and Chief Financial and Administrative Officer as needed.
- Create forms to comply with PCTA policies as needed.

### **Education and Training:**

- Two or four year college degree preferred.

### **Experience and Qualifications:**

#### **Required**

- Minimum of two years of relevant professional experience
- Solid understanding of GAAP
- Nonprofit accounting experience
- Federal grant management experience
- Experience with QuickBooks or other accounting software
- Ability to think strategically and creatively
- Excellent analytical skills

## **Accounting and Human Resources Specialist continued**

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- Ability to communicate effectively through e-mail, over the phone and in-person
- Consistent and accurate data entry skills
- Strong computer literacy
- Ability to prioritize and work in a fast-paced environment
- Ability to work independently and as a team player

### **Desirable**

- Human Resources experience
- Sense of humor
- Hiking experience
- The ability and willingness to travel on the PCT

### **Physical Requirements:**

- The ability to sit for several hours at a time

### **Typical Working Conditions:**

The Accounting and Human Resources Specialist will work in the PCTA headquarters, currently located in Sacramento, under the supervision of the Accounting Manager. The Accounting and Human Resources Specialist will assist the Chief Financial and Administrative Officer with various tasks as needed.

### **Equipment Used:**

The Accounting and Human Resources Specialist will work at a desk with a desktop computer, necessary computer peripherals and other common office equipment.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance \_\_\_\_\_  
Date \_\_\_\_\_