



### **Summary**

Founded in 1971, Save Mount Diablo (SMD), a 501(c)(3) tax exempt, California non-profit corporation, acquires and preserves land on and around Mount Diablo.

**Save Mount Diablo**  
1901 Olympic Blvd, Suite 320, Walnut Creek, CA 94596  
**Job Description: Accounting & Administration Associate**

This is a fulltime, non-exempt position that reports to the Finance & Administration Director.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Support for Finance & Administration Director.
- Responsible for processing Accounts Payables & Accounts Receivables.
- Assist with budget preparation and reporting.
- Assist in maintaining accounting & organizational files.
- Assist with donation processing.
- Maintain insurance needs for the organization.
- Assist with facilities, including IT needs
- Provide backup support to the Bookkeeper
- Assist with a variety of collaborative and individual projects necessary to meet the overall organization goals and objectives.
- Occasionally attend SMD after hour & weekend special events and programs to provide administrative staff support.
- Serve as a part of the organization's donor/volunteer community relations team.

### **Supervisory Responsibilities**

Not applicable. Occasionally may oversee volunteers in office and at events.

**The ideal candidate will have the following experience and qualifications though we recognize that not every applicant will meet every criterion. If you think you have what it takes to succeed in this role, we want to hear from you!**

- QuickBooks experience required
- Strong Computer skills: comfortable using PC, Microsoft Office applications (Word, Excel), E-Tapestry (or other database), general internet use
- Ability to be accurate and detailed in accomplishing a variety of daily tasks
- Strong analytical skills, organized & efficient
- Quick learner, takes initiative, self-starter, enjoys problem solving
- Ability to work in environment with frequent interruptions
- Ability to maintain confidentiality
- Knowledge & ability to troubleshoot & coordinate IT services, highly desired
- Strong team player who is positive and supportive of team members
- Possess strong oral & written communication skills
- Outgoing personality & sense of humor
- Appreciation of environmental issues
- Appreciation of outdoor recreational activities
- Ability to work as part of a team in a small office
- Ability to work independently



**Education and/or Experience**

- Minimum 5 years general office experience; minimum of 3 years in a accounting functions

**Essential Requirements**

- Possess valid driver's license and insurance
- Daily access to a motor vehicle

**Physical Demands**

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must also be able run errands and provide occasional physical set-up and breakdown of meetings/events, inside and outside in varying weather circumstances. Employee must be able to hike, occasionally in steep and/or rugged terrain and in inclement weather.

**Salary** Dependent on Experience

**Benefits Include** Health, dental, vision, 403(b) retirement plan

To apply please send your:

- Cover letter
- Resume
- List of References
- Salary History

to [jobs@savemountdiablo.org](mailto:jobs@savemountdiablo.org) with your name in the subject line.