



LOMAKATSI

RESTORATION PROJECT

LOMAKATSI.ORG P.O. BOX 3084 ASHLAND, OR 97520 541 488 0208

Job Announcement – Accountant and Payroll Specialist

Posted: 2/26/2021, rolling applications, please apply ASAP

Lomakatsi, a non-profit ecological restoration organization based in Ashland, OR, seeks a full-time finance professional with experience in all aspects of payroll administration to join our growing team.

The preferred candidate will have a degree in Accounting, Finance or Business Administration, and at least three years of experience implementing payroll services for an organization with 20 or more employees. A strong understanding of payroll and bookkeeping principles is required. Experience with non-profit accounting is a plus. Experience with job costing is also a plus.

This position supports our growing organization that is implementing landscape-scale forest and watershed stewardship initiatives across Oregon and Northern California. Lomakatsi works with a wide range of federal, state, tribal, and non-profit partners and diverse communities. We are committed to advancing diversity, equity and inclusion within our organization and wherever we work. This position is based at our office in Ashland, OR.

Job Description Overview

This new position will be an integral part of Lomakatsi's finance department, with responsibilities that include implementing bi-weekly payroll for 50+ employees, creating QuickBooks entries, generating reports, performing reconciliations, and providing other support as needed. Attention to detail, and ability to efficiently manage time and balance multiple priorities are necessary for success. A working knowledge of payroll and bookkeeping legal requirements is required.

The Accountant and Payroll Specialist will report to Lomakatsi's finance and accounting leadership, and will work closely with other finance department staff and Lomakatsi's executive leadership team. This team is collectively responsible for administering all of Lomakatsi's financial needs, including tracking diverse funding sources, budgeting, payroll, compliance, and advancing best financial practices. We're seeking a proven team player who is interested in growing with our team over the long-term.

Responsibilities Overview

- Payroll processing
- Bookkeeping and general ledger support
- Human resources support
- Compliance
- General administrative support

Duties and Responsibilities

- Prepare and process bi-weekly payroll for over 50 employees, including reviewing and ensuring accuracy of approved timesheets and tracking all payroll deductions
- Assist in coordination between payroll, HR, and department supervisors to ensure proper flow and

- maintenance of employee data, including health and retirement benefits, vacation and sick time
- Create and maintain records of financial transactions in QuickBooks as needed, including posting transactions, and ensuring legal compliance
- Support Lomakatsi's finance and accounting leadership in maintaining general ledger
- Support maintenance of W-4s, I-9s, and other employee and contractor forms
- Support reporting requirements for various legal compliance needs including Oregon Workers' Comp Payroll Reporting & Payment | SAIF
- Generate quarterly fiscal reports and assist in processing quarterly taxes
- Maintain electronic and paper documentation, including filing and scanning
- Perform other finance, HR and administrative duties as assigned

Qualifications, Experience and Skills

- Minimum of an Associate's Degree in Accounting (preferred), Finance, Business Administration or a related field
- At least 3 years of experience performing all payroll functions for a small-medium sized organization
- Strong proficiency in QuickBooks and experience using payroll software systems, with ability to quickly learn new software
- Experience with job costing a plus
- Excellent MS Office Suite skills, especially Excel, Word and Outlook
- Working knowledge of relevant legal regulations
- Strong numerical aptitude and attention to detail
- Excellent communication skills, both written and verbal
- Good time management skills
- Detail-oriented, well organized, and able to juggle multiple priorities
- Ability to work independently and as a member of a team
- Ability to interact with diverse staff, community members and partners with kindness and integrity – must be culturally agile
- Ability to maintain confidentiality and exercise discretion

Benefits Package

Lomakatsi strives to provide competitive salaries and benefits within the nonprofit community.

- This is a full-time, hourly (non-exempt) position with initial wage range of \$18-24/hour DOE
- Paid medical, and dental plan
- Paid vacation and 11 paid holidays
- 401K retirement plan

To Apply

Please provide:

- Cover letter and Resume
- Three current professional references

Send to jobs@lomakatsi.org with subject "Accountant and Payroll Specialist." No phonecalls please. Due to the high number of applicants, only considered applicants will be contacted for an interview opportunity.

We are looking to fill this position quickly. Applications will be accepted on a rolling bases. If interested, please apply ASAP.

About Us

Lomakatsi is a non-profit organization that develops and implements forest and watershed restoration initiatives, programs and projects in Oregon and Northern California (www.lomakatsi.org). Lomakatsi has implemented ecosystem restoration projects for 25 years across thousands of acres of forests and miles of streams. Lomakatsi works across federal, private and tribal trust lands, and is currently managing eight landscape-scale terrestrial and aquatic restoration agreements where projects are being developed within a 6-million-acre planning area. Restoring ecosystems requires a collaborative community-based approach. We facilitate partnerships and engagement among a diversity of stakeholders.

Lomakatsi employs or contracts up to 150 forest and watershed restoration personnel: including 24 full-time programmatic, managerial and administrative staff, an in-house 50-person, on-the-ground workforce, and forestry and restoration operators from the communities where we work. Lomakatsi has worked closely with agency, tribal and community-based partners across multiple states to implement successful ecological and habitat restoration programs and has served as a lead partner and sponsor on several nationally-recognized projects and initiatives.

Lomakatsi works with partners providing mentoring, technical assistance and capacity in project development, planning, management, fine-scale ecological treatment design, monitoring, and implementation for ecosystem restoration projects. We integrate restoration practice with science delivery, education and workforce training. Lomakatsi coordinates closely with multiple funding partners and manages a diverse workforce in complex social settings supported by critical community engagement and outreach.

Lomakatsi has an established history of working cooperatively within communities facilitating all-lands restoration partnerships with federal and state agencies for the implementation of wildlife habitat improvements, forest restoration, and watershed management. Lomakatsi also brings added capacity to address socio-economic challenges for rural forest and rangeland-based communities, by layering our existing education, and workforce development programs into initiatives and projects, including our Ecological Workforce Training and Employment Program, Tribal Ecosystem Restoration Partnership Program and Youth Ecological Training and Employment Program. Through the operation of 10 programs, our staff of restoration practitioners, foresters, ecologists, workforce trainers and educators work to increase community understanding and involvement in forest and watershed restoration.