



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

Job Announcement – Staff Accountant

Overview

Lomakatsi Restoration Project, a non-profit forest and watershed restoration organization based in Ashland, OR, seeks a full-time Staff Accountant to join our growing team. This position will be an integral part of the accounting and finance team, supporting Lomakatsi's work implementing landscape-scale forest and watershed stewardship initiatives across Oregon and Northern California.

The Staff Accountant will be responsible for supporting essential payroll administration and fundamental accounting functions. This position reports to the Senior Accountant, with duties and tasks prioritized by Lomakatsi's finance and executive management team. Collectively, this team is responsible for administering all of the organization's financial needs, including assisting with the month-end close, tracking diverse funding sources, budgeting monitoring, payroll, compliance, and advancing best financial practices.

Lomakatsi is excited to expand our organization as we work with a wide range of federal, state, tribal, and non-profit partners to create fire-adapted ecosystems and build the resilience of 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.

Accounting Duties and Responsibilities

- Monthly reconciliation processes, which may include bank account, credit card, and gas credits
- Create and maintain financial transaction records
- Prepare and enter journal entries as needed
- Assist with Month End close
- Support Lomakatsi's finance and accounting leadership in maintaining the general ledger
- Maintain electronic and paper documentation, including filing and scanning
- Perform other finance, HR, and administrative duties as assigned

Payroll 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 including payroll tax deposits
- 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
- Support maintenance of W-4s, I-9s, and other employee and contractor forms
- Prepare and submit certified payroll reports, including Oregon WH 141
- Generate quarterly payroll filings
- Prepare annual W2s
- Support compliance reporting including Oregon Workers' Compensation Payroll Reporting and payment

Qualifications, Experience and Skills

- Minimum of a bachelor's degree in Accounting (preferred), Finance, Business Administration, or a related field — or demonstrated equivalent work experience
- At least 5 years of accounting experience relevant to stated job responsibilities
- Strong proficiency in QuickBooks and experience using payroll software systems, with ability to quickly learn new software

- Understanding of GAAP, business contracts, internal control procedures, and other outside reporting principles and legal regulations
- Excellent MS Office Suite skills, especially Excel, Word and Outlook
- Experience with job costing and non-profit accounting are a plus
- Ability to execute responsibilities in a highly accurate and timely manner
- Strong numerical aptitude and attention to detail
- Excellent communication skills, both written and verbal
- 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 annual compensation range of \$55,000 to \$65,000 depending on skills and experience
- 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 “Staff Accountant”. No phone calls 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; if interested, please apply ASAP.

About Lomakatsi

Lomakatsi is a non-profit organization that develops and implements forest and watershed restoration initiatives, programs and projects throughout Oregon and Northern California. Our mission is to restore ecosystems and the sustainability of communities, cultures, and economies. For over 27 years, Lomakatsi has implemented ecosystem restoration projects across thousands of acres of forests and miles of streams. We work closely with federal, tribal, state, municipal and non-profit partners to build innovative, collaborative stewardship initiatives across all-lands. Lomakatsi is currently managing eight landscape-scale terrestrial and aquatic restoration agreements with projects in various stages of development, working across watersheds in two states and ten counties. Our science-based restoration work enhances wildlife habitat, helps safeguard ecosystem services, and reduced the risk of wildfire to communities. We serve as a lead partner and sponsor on several nationally-recognized projects and initiatives.

Lomakatsi also brings added capacity to address socio-economic challenges for rural forest- and rangeland-based communities, by layering in our education, tribal partnerships, and workforce training and development programs into initiatives and projects. 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. Learn more at <https://lomakatsi.org/>.