

**California State Parks Foundation**  
**Job Description**

**Title:**                   **Senior Accountant**

**Reports to:**           **Director, Finance and Administration**

California State Parks Foundation (CSPF) is a member-supported nonprofit dedicated to protecting, improving and advocating for all of California's state parks. With our community of supporters, we deliver innovative solutions for an excellent parks system by facilitating park improvements, inspiring stewardship, supporting partners, advocating for sound policies, and connecting people to parks. Together we ensure that the natural beauty, rich culture and history, and recreational and educational opportunities of our 280 state parks are available for all to enjoy now and for generations to come.

**Job Description:** The Senior Account maintains and controls the General Ledger accounts and business transactions of the organization, applying General Accepted Accounting Principles (GAAP) that include analytical work and thorough review of the financial records.

**Accounting Responsibilities:**

- Prepare monthly account reconciliations of all balance sheet accounts.
- Manage closing of books on a monthly and annual basis.
- Analyze revenue and expenses to ensure they are recorded appropriately on a monthly basis.
- Prepare monthly financial statements and analyses of budget to actual variances for Director of Finance and Administration.
- Coordinate budget to actual reporting to all departments on monthly basis.
- Manage invoicing for reimbursable grants and recording of accounts receivable.
- Responsible for collecting monthly functional time reporting by executive management and preparation of monthly departmental cost allocations.
- Coordinate benefits administration with HR consultants.
- Coordinate reporting on fundraising results with Development team.
- Manage reporting to the Fair Political Practices Committee on lobbying activity.
  - Coordinate data collection with Government Affairs team.
  - Prepare analysis of internal labor and other costs related to lobbying activities.
  - Coordinate gift notifications and quarterly reporting with outside legal counsel
- Assist the Director of Finance with preparation of annual financial audit and information returns.
- Assist the Director of Finance with implementation and upgrades of financial software and related platforms.

**Qualifications:**

- Bachelor's degree in accounting and/or finance.
- At least three 5 years experience in nonprofit financial management.
- Experience with Intacct financial software and Salesforce a plus.

- Excellent computer skills including proficiency with accounting, spreadsheet, and word-processing software.
- Excellent communication and analytical skills.
- Close attention to detail.
- Ability to work independently, as well as part of a team, on multiple projects.