

## Palos Verdes Peninsula Land Conservancy

Updated April 16, 2021

**Job Title:** Bookkeeper

**Reports to:** Executive Director

**Type:** part time, hourly, 20-24 hours per week.

**Education requirements:** high school diploma or equivalent and college level courses in bookkeeping/ accounting.

**Working Conditions:** job is performed in an office environment

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### Position Summary

The Palos Verdes Peninsula Land Conservancy, a non-profit land trust dedicated to preserving and managing ecologically significant open space on the Palos Verdes Peninsula, is seeking a Bookkeeper. The Bookkeeper serves as the primary financial record keeper at the Palos Verdes Peninsula Land Conservancy. This includes entering and monitoring transactions, managing accounts payable and accounts receivable and preparing financial reports.

We are seeking an individual with moderate to in-depth experience to maintain our books (using Quick Books) and to support accounting for the organizations operations. The bookkeeper will work under the supervision of the Executive Director and in cooperation with the Treasurer.

The ideal candidate will have exceptional mathematical skills and technical skills and be proficient with various financial and spreadsheet software such as QuickBooks and Microsoft Excel. S/he must also possess strong oral and written communication skills as s/he will report financial data to the Executive Director and/or committees. The Bookkeeper must display the highest standards of professionalism, cooperation and integrity at all times.

### Responsibilities

- Manage financial recordkeeping (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash)
- oversee issuing of checks/payment of invoices
- make bank deposits
- prepare monthly/quarterly financial statements for project staff, Executive Director and Board of Directors
- liaise with project staff and support staff members in bookkeeping needs related to their program areas
- maintain a series of accounting/book-keeping financial spreadsheets for matters such as records of conservation easements, grants, land donations and purchases, other assets, charitable remainder trusts, gifts of stock/securities, fund contributions, multiple deferred revenue accounts, depreciation

- oversee accounts receivable
- manage payroll functions
- oversee cash flow requirements
- maintain bank records and interface with other financial institutions as necessary
- complete charitable income tax information returns (or support completion of the return by the treasurer or Executive Director)
- oversee internal system of handling funds
- assist with preparation for any audits, tax returns or independent reviews of the PVPLC with support from the Executive Director
- assist Executive Director in preparing annual budget
- assist in maintaining policy and procedure documentation for financial and accounting issues (many of which are specific to the PVPLC as a land trust)
- maintain an accurate and complete record of supporting documentation for all financial and bookkeeping activities
- maintain up-to-date, complete and systematic filing system to support bookkeeping and financial records
- support HR processes for new-hires, tracking paid time off, employee benefits and other duties as assigned

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**Specific knowledge/skills/experience:**

- At least 4 years of bookkeeping experience and knowledge of generally accepted principles of accounting
- Ability to communicate clearly and concisely in English, verbally and in writing
- Independent, organized worker
- Ability to operate calculator, computer, and other general office equipment
- Highly efficient and productive, able to meet deadlines and manage multiple priorities
- Competence in Quickbooks, Microsoft Excel and other basic computer skills (Microsoft Office, email, internet)
- Bookkeeping experience in the non-profit sector a plus

Send resume and cover letter to: Palos Verdes Land Conservancy  
Email to [info@pvplc.org](mailto:info@pvplc.org)  
Or mail  
916 Silver Spur Road, Suite 204  
Rolling Hills Estates, CA 90274

For information about PVPLC and the position: [www.pvplc.org](http://www.pvplc.org)