



Madera/Chowchilla Resource Conservation District Seeks a Contractor for Services

Contract for Services: **Accountant/Bookkeeper**
Reports To: **Manager**
Prepared Date: **March 2021**
Pay Rate: **Dependent on Experience**

Summary:

The Madera/Chowchilla Resource Conservation District (RCD), located in Madera County California, seeks an experienced Accountant/Bookkeeper as a contractor for services. The Madera/Chowchilla RCD is a Special District that is mandated by the State of California Public Resource Code and acts as a focal point for local conservation efforts on private and public land.

This support would provide occasional but critical finance support managing the accounting and bookkeeping needs for the RCD functions and operations. This position is contract and would likely be a maximum of 3 to 5 hours a month. The contractor reports directly to the RCD Manager.

For more information on our programs visit: <http://maderachowchillarcd.org>

The RCD seeks the following services:

1. Update and Maintain accounts on Quick Books;
2. Maintain master contracts schedule listing contract terms and deadlines;
3. Prepare, review and monitor expense recording process, using warrants drawn on M/CRCD funds on two accounts, including with Madera County and with an outside bank;
4. Reconcile all paid bills to the M/CRCD Financial Statement Vendor contact calls as needed;
5. Compile Form W-9s and Form 590 on required vendors; issue Form 1099s to required vendors annually; ensuring warrants are approved by District authorized signer and/or sign when authorized and vendors are paid;
6. If needed, set up and manage Payroll deductions on Quick Books for M/CRCD claims and manage M/CRCD Payroll Ledger, reconciling to the general ledger;

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7. As Needed, upkeep of M/CRCD accounts receivable;
8. Reconcile automatic bank deposits to the general ledger; reconcile grant funding received with M/CRCD Financial Statements monthly bank reconciliation;
9. Maintain access to the SAM and ASAP government payment processing systems per their compliance requirements for federal contracts;
10. Work on with District Manager to ensure grant compliance, and ensure expenses are being paid and processed through the appropriate grant;
11. Prepare and submit the State Controller's Compensation Report annually;
12. Prepare and submit the annual reports as requested by Transparent California;
13. Maintain the Board training schedule including conflict of interest, Board applications;
14. Prepare and submit the annual District Budget; including indirect rate calculations;
15. Coordinate with auditor and prepare and enter year end journal entries to reconcile to annual audit;
16. Coordinate with insurance companies as needed.

General Principles for Contractor for Services:

- Utilize Contractor's specialized training and knowledge to provide competent and professional bookkeeping and accounting services to MCRCD;
- Work independently, with minimal direct oversight, exercising independent judgment and discretion as appropriate;
- Complete all work in a timely manner;
- Maintain strict confidentiality of data and information and adhere to all applicable accounting and ethical requirements in connection with the performance of the Services;
- Continuously maintain appropriate licenses and qualifications;

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- Adhere to M/CRCD timekeeping and billing requirements as follows:
 - Enter Approved Billable Time on a daily basis in accordance with the agreement.
 - Provide to the M/CRCD Manager an itemized statement of monthly Approved Billable Time.
 - All Approved Billable Time must be submitted by Contractor for a given month on the 1st of each calendar month
- Provide other services to the RCD as requested that are reasonably related to the work of the RCD and Contractor's expertise and skills.

APPLICATION INFORMATION: To submit for this contract, please email a resume/CV and proposed wage, to Laurel Angell at langell@landsteardsproject.org. **The deadline for applications is Friday, April 23, 2021.** If you would like additional information, please contact the email address above.

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