



Staff Accountant

Applications Due: June 23, 2025 at 5:00 PM

Posted on 6/10/2025

Apply Here: <https://bit.ly/45OCyOH>

The Santa Clara Valley Open Space Authority seeks a Staff Accountant to ensure operational efficiency through the full cycle of the Authority's accounting processes, supporting all projects and programs of the Authority's mission.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

The Ideal Candidate

You are a highly organized, detail focused accountant with 3 years' experience in a dynamic, and service-oriented office. Any experience working in government accounting is a strong addition to your understanding of GAAP and fund accounting and allows you to handle multiple projects and responsibilities simultaneously. You are excited about operating as the Staff Accountant to a mission driven organization, handling the day-to-day functions of accounts payable, accounts receivable, and supporting payroll. You also have demonstrated accounting acumen and experience reviewing and managing trial balances, reconciling accounts, preparing journal entries, and completing month-, quarter-, and year-end processes.

You review general ledger transactions with a discerning eye for accuracy and budget allocation, using strong communication skills to inquire for clarity if needed. You approach every task with integrity and accuracy, understanding the critical importance of valid reporting to managers and the public. You have demonstrated your ability to be resourceful in completing your work, using proactive problem-solving skills, advanced planning and organization. Previous employers and colleagues describe you as consistent and reliable with a strong work ethic and service-oriented approach.

You have experience with a variety of software programs, such as enterprise accounting systems and ADP Workforce Now. You use Microsoft Office programs Word and Excel at an excellent skill level, using advanced features with confidence. Basic business terms are a part of your vocabulary, you can communicate on this topic with ease and explain financial concepts in easy-to-understand terms.

You'll be a part of the Administrative Operations Department that provides operational excellence throughout the office, working with a positive outlook and an eye for efficiency. We pride ourselves on our exceptional and professional customer service to our colleagues and partners.

Qualifications

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or related field; and
- Three (3) years of professional accounting experience, government accounting experience is desirable.
- Experience working in enterprise accounting systems, the Authority uses Acumatica.
- Hands on experience with full-cycle accounting processes, reconciliations, period closes, and daily

functions of accounts payable and receivable.

- An understanding of payroll accounting and retirement reporting.
- Advanced data analysis skills in MS Excel, using tools such as pivot tables, V-Lookups, and conditional formatting.

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if your experience is non-typical or if you are not sure you meet every one of the qualifications described.

Compensation & Benefits

The salary range for this full-time, non-exempt position is \$45.69 to \$55.53 hourly, depending on experience and qualifications. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits. The Authority supports a hybrid work place and this position may be afforded opportunities for remote work.

Application and Selection

All application materials must be received prior to June 23, 2025, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are set for July 1, 2025.

Go here to apply for the job: <https://bit.ly/45OCyOH>

Workplace Culture Santa Clara Valley Open Space Authority

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about how the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.