



Finance and Human Resources Assistant

California Invasive Plant Council
Richmond, CA

The Finance and Human Resources Assistant is a part-time administrative support position for the California Invasive Plant Council, a 501(c)3 organization that supports land managers protecting California's environment and economy from invasive plants. More information at www.cal-ipc.org.

- Type:** Up to 30% full-time equivalent (FTE) 12 hours/week, non-exempt
- Salary:** Up to \$624 to \$780 per semi-monthly pay period (i.e. \$24 to \$30/hour, based on a \$49,920 to \$62,400 annual rate at 100% FTE), commensurate with experience
- Benefits:** Legally obligated sick time
- Location:** At our office (in Richmond, CA) and remote from a site in the SF Bay Area in California
- Hours:** Wednesday in office (11am-5pm). In general, we are flexible regarding when during the week the rest of the hours are worked; on occasion, we may ask for more hours to be worked
- Travel:** Some car travel possible for fulfilling finance tasks
- Reports to:** Finance & Operations Specialist primary; Director of Finance, Operations, & Administration secondary, when Finance & Operations Specialist is not working
- Experience:** High school diploma, GED, or in college with 1+ year work experience in non-profit Finance, Human Resources, operations and administration, or bachelor's degree (BA/BS)

Position Purpose:

The Finance & Human Resources Assistant assists the Director of Finance, Operations, & Administration (DFOA) and the Finance & Operations Specialist (FOS) with the finance and human resources (HR) functions of the organization, including financial data entry, the organizing of files and disposal of them when appropriate (e.g. electronic and few paper), preparation of finance materials, accomplishing Human Resources (HR) tasks, downloading finance & HR materials, and taking care of other finance and HR duties and responsibilities. In addition to working with the standard computer and online software like MS Office and SharePoint, this position will work with the BILL payment platform, FundEZ accounting platform, and the Neon CRM database. The Finance & Human Resources Assistant is part of our Finance-Operations team. The position's start date is May 1, 2026, or soon after hired.

Duties:

The Finance & Human Resources Assistant performs the following core duties:

- Entering deposits in the FundEZ accounting program after the deposit is made
- Support the FOS in entering the General Ledger data from the Neon Customer Relationship Management database to the internal Neon monthly spreadsheet. and code to appropriate account and cost center
- Filing electronic finance and HR files on SharePoint web platform. Filing paper records, where needed Scanning and saving received paper records (e.g. transaction receipts, etc.)

- Occasionally preparing deposit slips when paper checks do not go through the Bank of America deposit device
- Entering AP in BILL.com for admin related expenses
- Accessing the NeonOne Customer Relations Management (CRM) database to research finance related information
- Assist DFOA weekly in downloading credit card activity list from our bank, checking it against the credit card receipts in our bill payment platform, and contacting staff if receipts are missing
- Confirm paper checks are OK to shred 2 weeks after deposit is confirmed by our bank and reviewed by DFOA
- Assist and support FOS and DFOA with other finance and HR tasks and functions, and other duties as needed and/or assigned

Qualifications:

This position requires some experience with finance and human resources in the nonprofit sector, an understanding of generally accepted accounting principles (GAAP), and interpersonal skills. The following are important abilities and/or requirements for this position:

- Ability to pass a background check and be ERISA bonded
- Proven time management skills, with ability to track multiple tasks and deadlines
- Organized with strong attention to detail
- Enthusiasm, good interpersonal skills, and customer service orientation
- Good professional communication skills
- A California driver's license and access to an insured vehicle a plus
- Self-starter with resourcefulness to work independently
- Committed to strengthening equity, diversity, and inclusion in conservation
- Strong analytical skills and problem-solving ability
- Proficient with Google applications, Zoom, and MS Office applications, especially Excel. Experience with Excel Pivot tables and CRMs a plus
- Prior working experience with accounting software like BILL.COM, QuickBooks preferred. Experience working with FundEZ accounting software and HR software a plus

To Apply:

Submit resumé and cover letter to info@cal-ipc.org, with Finance & Human Resources Assistant Application as the subject line. Reviews of submissions will begin immediately and be done on an ongoing basis. Interviews begin when candidates are identified. Open until filled.

The nonprofit California Invasive Plant Council (Cal-IPC) supports land managers protecting California's environment and economy from invasive plants. More information at www.cal-ipc.org. Cal-IPC is an equal-opportunity employer. We believe successful conservation requires social justice. [See our Statement on Equity, Diversity & Inclusion.](#)