



## Job Posting | **Accountant**

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Land IQ is seeking an Accountant in its Sacramento, California office to assist the Chief Financial Officer in our office accounting and administration needs.

Land IQ is a science and technology consulting firm specialized in providing solutions to challenging agricultural and environmental problems throughout the western United States. Our areas of expertise include water quality and demand evaluation, agricultural systems, regulatory policy, remote sensing and geospatial analysis, salinity and nutrient management, soil science, and ecosystem restoration. Land IQ helps clients develop high value, scientifically sound, proactive solutions to their complex, large scale, land-based challenges.

The successful applicant will be responsible for working with our technical team comprised of a range of science, remote sensing, GIS and engineering disciplines. The candidate must be highly professional and have proficient knowledge of advanced accounting practices and office administration. Applicants must have strong organizational skills and the ability to be resourceful in seeking solutions as they present themselves in an office environment. The applicant must also have a demonstrated ability to manage multiple tasks. This person must be adaptable to concurrent work demands, value integrity and enjoy collaboration and teamwork.

**Office Locations:** Sacramento and Los Angeles, CA

**Position Location:** Sacramento, CA

**Hiring Timeframe:** Immediate

**Employment Type:** Full time, including benefits

**Primary Responsibilities:**

- Assist CFO in all areas of accounting including Accounts Payable, Accounts Receivable and Payroll
- Assist CFO during monthly and year end close, as well as audits
- Ability to supervise and mentor junior accounting staff
- Payroll Processing & Reporting
- 401K Processing (Bi-Weekly)
- Annual Payroll & 401K Audit Assistance
- Vendor Set up
- W-9 management
- 1099 (annual software purchase) and running of 1099 forms in compliance with the IRS regulations
- Disbursing vendor invoices as they come in – payables to appropriate managers for approval
- Enter expense reimbursements and coordinate with CFO for payroll and billing
- Billing of all invoices
- Financial and project budget data interpretation and summaries
- Contract management support
- Benefits management
- Human Resources Employee File management
- Onboarding and off boarding support

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## Required Qualifications

- **Education:** College degree in Business Administration, Finance or Accounting Preferred
- **Experience:** 5-10 years of Accounting and Human Resource experience  
2 years of Customer Service experience
- Understanding and knowledge of payroll processing, accounts payable, 1099 compliance, billing and human resource management.

## Skills Required

- Payroll Processing, ADP Experience
- 401K Processing
- Benefits knowledge
- Human resource management
- Reasoning ability, accounting/mathematical ability, and logical thinking skills
- Understanding of business finance and interaction with billing and projects
- Organizational skills with attention to detail
- Problem solving and research skills
- Proficient with the use of software including but not limited to Microsoft Excel, Word, Outlook, and accounting software
- Excellent interpersonal and written communication skills
- Client service oriented attitude

## Professional Skills

Positive/enthusiastic attitude, passionate about professional pursuits, strong organizational, communication and writing skills, personable, ability and desire to learn, and attention to detail. Enthusiastic about guiding and mentoring team members to reach team and organizational goals. Willingness to take direction.

## Contact

Please send resume/cover letter to [cgudel@landiq.com](mailto:cgudel@landiq.com). Also visit our website for more information at [www.landiq.com](http://www.landiq.com).



Land IQ is a multidisciplinary environmental consulting firm that emphasizes a solution-oriented approach for a broad range of clients and geographies. We offer highly competitive compensation, a complete benefits package, 401K, and funded training and development opportunities. Our Sacramento office is centrally located in northern California in a thriving region of culture and arts and in close proximity to a full range of recreational activities associated with the Sierra Nevada and Coastal mountains, scenic rivers, Pacific coast, and California foothills.

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