



| | |
|-------------------|------------------------------------|
| Job Title | Accounting Specialist |
| Reports To | Director of Organizational Support |

About Vista Rise

Founded in 1977, Vista Rise Collective (Vista Rise) is the sole provider of services supporting survivors of intimate partner violence, sexual assault, and child abuse in the communities of South Lake Tahoe and Alpine County. Vista Rise was opened by a handful of volunteers in a two-room cabin to provide a rape crisis hotline on a pay phone. That phone number is the oldest and most vital service we provide. Today, we are committed to promoting a violence-free community through education and advocacy to address domestic violence, sexual assault, and child abuse. Vista Rise offers shelter, counseling, housing assistance, and advocacy for survivors.

Our programs and staff provide culturally and linguistically responsive services, empowering survivors to make their best choices. We believe that everyone has the right to safe and healthy relationships. By building communities of support, we aim to come together to support those affected by violence and abuse. Through our intervention services and community education, we strive to break the cycle of violence and promote a safer and more resilient community. By fostering a supportive and inclusive environment, we empower survivors and work towards a future where every community member can thrive in safety and health.

Vista Rise is committed to serving survivors through an intersectional approach. This means we recognize and address the multiple overlapping identities and systemic barriers that impact survivors, including race, gender, sexuality, socioeconomic status, and disability. By understanding these interconnected factors, we can provide more inclusive, comprehensive support and advocacy that meets the diverse needs of all survivors, ensuring that no one is left behind or marginalized in their journey toward safety and healing.

Vista Rise is a learning and growth-oriented organization that believes not only in empowering our clients, but also our staff members on their professional, educational, and personal journeys. We value each staff member's strengths, skills, and abilities. We support growth within the agency by providing training, learning opportunities, career development, support for educational degree requirements, and coaching.

Purpose of the Role

Under the direct supervision of the Director Organizational Support, provide fiscal and administrative support to the organization. Responsible for accounts receivable, accounts payable, deposits, gift card tracking, employee and client data compliance, employee benefits, and general project support. The Finance and Grants Specialist role is detail oriented and will have experience in accounting, finance, business administration, and excellent communication skills. All staff work within a trauma-informed framework and are trained Crisis Intervention

Trained and able to provide direct services if and when the need arises. Our goal is to work in a collaborative, supportive environment to improve client wellness and outcomes.

Core Job Responsibilities

Finance, Grants and Administrative Duties:

- Prepare and process Accounts Receivable, including grant billing and reporting
- Prep and finalize weekly Accounts Payable, working with the Contracted Accountant
- Review timesheets and follow-up with staff to ensure accurate recordkeeping
- Process checks and prepare bi-monthly deposits, per agency policy
- Work directly with staff to ensure compliant and accurate gift card tracking; complete monthly gift card inventory
- Manage employee benefits open enrollment by working directly with Insurance Broker and Director of Organizational Support
- Maintain accurate employee benefits and personnel file information.
- Support the Director of Organizational Support with projects as needed.
- Assist with annual financial audit
- Assist with annual update of Fiscal Manual
- Run business errands as necessary (post office, bank, obtain Board Member signatures, etc.)

Other Duties:

- Assist with maintenance of older records and any office clean-up associated
- Maintain skill level through reading and attending training utilizing the professional development budget
- Actively participate in the organization's performance evaluation process
- Expected to uphold the following 10 performance standards and organizational values: Approachability, Diversity, Initiative, Interpersonal, Personal, Professional, Responsibility, Teamwork, Tradition, and Quality
- Adhere to organization's Employee Handbook
- Other duties as assigned

Requirements

Qualifications:

- Minimum of 2 years of education or experience in administrative, finance, accounting, bookkeeping, office management, and/or a related field
- Demonstrated skills in finance or accounting with the ability to be detail-oriented.
- Advanced PC skills, Microsoft programs, especially Excel, and database maintenance experience desirable

- Valid driver's license, current auto insurance and registration, and dependable vehicle are required
- May not have been in a domestic violence relationship or received services from Live Violence Free for at least 2 years due to the risk of transference in the workplace
- Domestic Violence/Sexual Assault Counselor training will be provided and must be completed within 6 months- 1 year of employment.

Core Competencies:

- Must be able to prioritize and manage multiple assignments and deadlines within a fast-paced, dynamic environment
- Effective and professional verbal and written communication skills with the ability to interact with a variety of people at all levels within the organization
- Service-oriented with strong problem-solving and critical-thinking skills
- Ability to maintain confidential information and documents with discretion
- Demonstrated ability and capacity to execute tasks with accuracy, consistency, efficiency, and attention to detail
- Excellent data analysis, interpretation, visualization, and presentation skills
- Adapts and is flexible and resilient in response to constraints, failures, and adversity; adjusts priorities to multiple demands and unanticipated events, and modifies decisions and actions in response to changing information and circumstances
- Collaboration and team functioning - able to work independently and collaboratively as part of a multidisciplinary team
- Able to work effectively in an organizational setting and understand how to utilize the organizational structure to resolve problems and move ideas forward
- Works efficiently and possesses strong time management skills
- Excellent interpersonal, communication, and writing skills

Desired Qualities:

- Dedicated and passionate about Vista Rise Collective's vision, mission, policies, goals, and values
- Passionate for serving survivors of domestic violence, sexual assault, and child abuse and promoting community health and well-being
- Demonstrates a strong commitment to diversity principles and fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the organization's goals
- Possesses a strong commitment to the self-reflection and interpersonal work needed to support our organizational culture and professional environment
- Committed to leading with vulnerability, approachability, curiosity, and inclusivity
- Joyful collaborator, passionate self-starter, and detail-oriented organizer with a positive approach, growth mindset, and a sense of humor
- Demonstrated ability to exercise sound judgment, uphold ethical standards, and maintain confidentiality
- Drive to innovate, explore, and learn in a team environment
- Ability to work independently as well as within a team, set and achieve high-performance goals, and meet deadlines in a fast-paced work environment

- Exhibit a commitment to programmatic impact and client services, dependability, and adaptability
- Displays and fosters integrity and honesty through the promotion of mutual trust and respect, demonstrates and fosters high ethical standards, and treats others fairly and ethically
- Ability to create positive, long-term working relationships by building trust and loyalty through embodying the values and culture of Live Violence Free
- Integrate self-care, wellness, and work-life balance practices to promote resiliency and mitigate burnout

Don't check off every box in the requirements listed above? Please apply anyway! Studies have shown that marginalized communities – such as women, LGBTQIA+ and people of color – are less likely to apply to jobs unless they meet every single qualification. Live Violence Free is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your past experience doesn't align perfectly with every qualification in this job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings!

Compensation

Salary:

- \$61,900 is the hiring salary for this full-time non-exempt position
- The full pay range for the position is \$61,900-\$85,670 as Jan. 1, 2026
- \$1.80 per hour bilingual/biliterate differential for those who fulfill the bilingual requirement

Benefits:

- Employer-paid medical, dental, vision and 75% for qualifying dependents
- Retirement Plan with 2% Employer Match and 7% Profit Sharing
- Employer-paid life insurance and supplemental life insurance options
- Health and Childcare Flexible Spending Accounts
- 25 Holidays per year, including office closure for 2 weeks in December/January
- Unlimited Paid Time Off with restrictions
- 5 Sick Days per year
- Weekly 1 Hour Office Closure for All Staff Wellness Break
- Qualifying Employer for Public Service Loan Forgiveness Program
- On-site Staff Wellness Room

Physical Requirements

- Part of this position requires sitting at a desk on a computer, but it will also include: walking, driving, traveling to different locations within South Lake and outside of the area as well.

- Part of this position requires sitting at a desk on a computer; it also includes walking, driving, traveling to different locations within South Lake Tahoe and outside of the area as well
- Ability to sit or stand and use computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to complete tasks in an environment where interruptions are the norm and background noise is present.
- Occasionally, this position requires moving and lifting objects up to 50 pounds.

Direct Reports

- None

Equal Opportunity Employer

Vista Rise is committed to creating a diverse work environment and is proud to be an equal-opportunity employer. Vista Rise does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at info@liveviolencefree.org if you require a reasonable accommodation to complete this application.

Application Instructions

To apply, please email your resume to accounting@vistarise.org.

Applications will be accepted on a rolling basis until the position is filled.