



2776 Sullivan Road  
Sebastopol, CA 95472

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[www.GoldRidgeRCD.org](http://www.GoldRidgeRCD.org)

## **Job Description** **Finance Manager**

<b>Employer:</b>	Gold Ridge Resource Conservation District
<b>Work Location:</b>	Sebastopol, California partial remote availability
<b>Status:</b>	Part-Time, Exempt (.5 FTE)
<b>Annual Salary Range:</b>	\$41.34 - \$50.35/hour (dependent on experience)
<b>Posting Date:</b>	August 17, 2023
<b>Closing Date:</b>	Open until filled. First screening deadline is September 1, 2023.
<b>Start Date:</b>	Flexible, preference before or on October 16, 2023

### **Organizational Background and Mission:**

Gold Ridge Resource Conservation District (Gold Ridge RCD) is a non-regulatory local government empowered to manage soil, water, forests, and wildlife resources for conservation. Since 1941, Gold Ridge RCD has facilitated natural resource conservation through community involvement, education, technical expertise and scientific research. Gold Ridge RCD is committed to using voluntary, cooperative and scientifically sound methods to ensure that the natural resources of our watersheds are sustained, restored and protected. Gold Ridge RCD has a kind and collaborative team of twelve conservation scientists, outreach, and administrative professionals, and is located in a beautiful rural setting not far from Sebastopol. Its Board of Directors is composed of five individuals. Learn more about us here: [www.GoldRidgeRCD.org](http://www.GoldRidgeRCD.org)

### **Position Summary:**

The Finance Manager manages the accounting operations of the Gold Ridge RCD's \$5-11 Million dollar annual budget sourced primarily through local, state and federal grants. Finance Manager's responsibilities include budgeting, auditing, payroll, accounts payable and receivable, general ledger, and financial reporting in accordance with GAAP for government agencies and internal policies and procedures. This role also oversees development and implementation of financial systems for the organization. The Finance Manager also performs activities associated with human resources and other confidential matters and works closely with the management team and Board of Directors to ensure the organization's smooth operation, financial resiliency, and to meet its strategic goals. This position reports to the Executive Director and will supervise the District Administrator. The current Finance Manager is retiring and will be available to help with the transition up to the end of 2023.

Training will be provided over the course of the first year. This is a 15-24-hour per week exempt, onsite/remote position. You can make your own schedule within the work week in coordination with the District Administrator and other RCD staff. There may be the possibility of working partially remote in the future. Application opens August 17, 2023 and is open until filled.

## Responsibilities - Accounting and Finance:

- Lead the development, monitoring, and evaluation of **finance-related policies, procedures, and processes** that enhance organizational effectiveness and impose an appropriate level of control over all financial activities.
- Prepare, analyze, and present **financial reports** and forecasts for internal and external audiences, including at Board meetings and financial committee meetings.
- Oversee grant agreements/contracts to ensure compliance.
- Working with project managers on **monthly/quarterly invoicing and reconciliation**, ensuring all expenses and staff time have been entered, preparing and maintaining project records,
- Review **accounts receivables** managed by District Administrator
- Review and advise on **grant proposal budgets** and direct, manage, supervise, and coordinate pre- and post-award grant and contract administration (i.e., proposal guidelines, budgets, standard forms and certifications and financial reports), and prepare and negotiate the annual indirect cost proposal with a cognizant Federal agency.
- Oversee the development, administration, and monitoring of the RCD's **annual operating budget** including annual billable rates, compensation, healthcare, workers' comp., benefits, vehicle mileage, taxes, and FTE calculations.
- Prepare materials for - and work with - the County's Auditor-Controller Office on **annual audit**; and review completed audit in partnership with District Administrator
- Prepare **reports** and complete information requests (e.g., US Census Bureau's Annual Services Report, financial section of Gold Ridge RCD's Annual Report, liability insurance renewal questionnaire, and record requests for financial information, among others).

## Responsibilities - Human Resource Management:

- Ensure RCDs compliance with applicable federal, state and local **employment laws, policies and regulations** with assistance from Executive Director. Advising Executive Director on personnel issues, assessing risk and recommending appropriate courses of action.
- Maintain, update and review **RCDs policies and procedures** with assistance from Executive Director. Assist employees with interpretation/understanding of personnel policies and procedures and respond to inquiries and concerns.
- Provide **updates to staff regarding benefits**: training budgets, PTO, Health Reimbursement, etc.
- Prepare and review all **compensation adjustments** including merit raises and COLA increases.
- Oversee **benefits administration**, evaluate benefit offerings, ensure accuracy of new healthcare billing rates, prepare files for payroll deductions and additions and oversee District Administrator involvement throughout annual open enrollment.
- Prepare **personnel reports** such as State Controller Office's government compensation report, US Census of Governments' survey of public employment & payroll report, and TASC (pre-tax medical non-discrimination testing report).
- Oversee all aspects of **employee onboarding and offboarding**.
- Assist employees with interpretation/understanding of **personnel policies and procedures** and respond to inquiries and concerns.
- Maintain current and archived **personnel and financial files**, per Retention Policy, in coordination with District Administrator.
- Manage Form **700 Conflict of Interest submittals and Ethics Trainings** for Board of Directors
- Complete other duties as assigned.

### **Oversee these functions of the District Administrator:**

- Manage and reconcile **bank accounts** and prepare deposits, wire transfers, and internal billings.
- Maintain **accounts payable**, including credit card account management, vendor and sub-contractor payments and employee reimbursements, journal entries (as needed) and 1099s.
- Maintain **accounts receivable**, posting including preparing deposits to the County treasury and maintaining the Automated Standard Application for Payments (ASAP) government account.
- Prepares bi-weekly **payroll** deductions, additions, and reports; process payroll in the absence of the District Administrator, compare County ledgers, maintain time off accruals and compensation time tracking, and create and maintain a payroll procedure manual.
- Prepare **Workers' Compensation** fiscal year-end reconciliation and estimates for new fiscal year.
- Coordinate staff training and **safety policies and procedures**.

### **Qualifications:**

- A minimum of five (5) years of progressively responsible financial management experience, including at least three (3) years of experience overseeing the finance, human resources, and operational functions of an organization.
- Demonstrated knowledge of the principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and other regulatory bodies.
- Highly proficient in QuickBooks and MS Office with advanced Excel skills.
- Experience with budgeting and financial forecasting techniques and reports.
- Demonstrated experience in administering contracts/grant portfolio with varying compliance and reporting requirements.
- Ability to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener's experience or level of sophistication.
- Experience working with project-level staff to codevelop project budgets and tracking procedures.
- Experience with and knowledge of human resources operations; benefits and payroll; and employment laws and regulations governing exempt and non-exempt employees.
- Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- Comfort and willingness to work with diverse opinions and perspectives in a highly-collaborative, team-oriented work environment.
- Knowledge of government grant administration preferred.
- Notary services a plus.
- Passionate about the conservation of natural resources.

### **Work Environment:**

Work is performed in an indoor setting including: a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.

### **Physical Requirements:**

Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person, and near and far visual acuity for expansive reading, computer operation, and editing of documents. Driving required for local travel.

Gold Ridge RCD believes in creating a more equitable playing field for applicants and values the depth of relevant skills built through successful education, work, and life experiences. If your background and skills are a close match for this position, you are strongly encouraged to apply.

Gold Ridge RCD is committed to further building and maintaining a staff that reflects the full range of communities we serve and is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Gold Ridge RCD encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or immigration status, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color, lesbian, gay, bisexual, queer, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, protected veterans, and formerly incarcerated individuals and individuals living with HIV are all encouraged to apply.

**Compensation and Benefits:**

Position Title: Finance Manager

Status: 50% FTE, Exempt. This at-will position is fully funded for one year, and continued employment is contingent on additional funding. Continued funding is expected.

Reports to: Executive Director

Salary Range: \$41.34 to \$50.35 hourly commensurate with applicable experience and professional qualifications.

Benefits: Gold Ridge RCD’s full-time employees receive paid holiday, sick, and vacation leave, CalPERS retirement benefits, employer-paid health, dental, and long-term disability insurance plans, and access to a voluntary deferred compensation program. Some benefits are available for part-time employees depending on hours worked.

**To Apply:**

Please submit a complete application to [Brittany@GoldRidgeRCD.org](mailto:Brittany@GoldRidgeRCD.org) with the title “Finance Manager” in the subject line.

Your application should include:

- **Resume:** Your most recently updated resume.
- **Cover letter:** This is your opportunity to briefly share why you are interested in and qualified for this position. Share something that isn’t easily understood from your resume.

**Application Deadline:** Open until filled. First screening deadline is September 1, 2023.