

## **Director of Finance & Administration**

Fairfield, California (San Francisco Bay-Delta Area)

### **About the Position**

Reporting to the CEO and in partnership with the Director of Operations, the Director of Finance and Administration is responsible for the organization's financial operations as well as other administrative functions such as human resources, operations, facilities, and information technology. The Director will develop and maintain effective administrative systems and will oversee accounting operations including bookkeeping, financial statements and reporting, audit and tax filing. This is a tremendous opportunity for a finance and administration leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization. The role supervises one direct report—Finance Coordinator—and the support of numerous other staff roles including a part-time IT Manager.

### **Responsibilities**

#### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, project/program, and grants accounting.
- Oversee annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow forecasting.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Handle the audit and manage financial reporting, budgets, accounts payable and receivable, sales tax considerations, general ledger, and payroll.

#### **Human Resources Management**

- Manage payroll processing.
- Develop and manage Bird Rescue's human resources procedures, enhancing professional development, compensation and benefits, and performance evaluation.
- In collaboration with other members of the team, establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely with external partners including third-party vendors and consultants.

#### **Administration**

- Serve as a key member of the Leadership Team.
- Serve as an ex officio member of the Board of Director's Finance and Audit Committees.

- Review and manage insurance coverages, legal compliance, and other related considerations.
- Develop, improve and document administrative procedures.
- Prepare and proofread contractual agreements.

## Qualifications

This is an extraordinary opportunity for a rising leader with at least five to seven years of recent finance and administration experience. They will ideally have experience in a complex nonprofit that has multiple programs.

Specific requirements include:

- 5-7 years of overall professional experience; ideally 6+ years of broad financial, human resources, and administrative experience.
- Commitment to best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A self-starter with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of Bird Rescue.
- Technology savvy; knowledge of accounting and reporting software. QuickBooks, Excel, GoogleSuite, PayCom, and related software are required.
- Minimum of a Bachelor's degree, ideally with an MBA/CPA or related degree.

## Position Details

This is a full-time, exempt, salaried position. Compensation is in the range between \$70,000-\$90,000, full-time equivalent. The workplace may be a hybrid of on-site at the Fairfield wildlife center with the option to telecommute, as well as occasional visits to our wildlife centers in Southern California (San Pedro) and Alaska (Anchorage).

## About International Bird Rescue – [www.birdrescue.org](http://www.birdrescue.org)

Imagine a world in which every person, every day, acted to protect the natural home of wildlife and ourselves. In 1971 after 800,000 gallons of crude oil spilled into San Francisco Bay, concerned individuals led by a registered nurse named Alice Berkner jumped into action, bringing International Bird Rescue to life. We have always had to pave a road where there is none. Staff and volunteers work with tenacity alongside clients, partners, and the public to find solutions. Today, we research best practices at our crisis response hospitals in California and Alaska and share them worldwide. Our mission is to inspire people to act toward balance with the natural world by rescuing waterbirds in crisis.

### To Apply

Please submit your cover letter and resume to [jobs@birdrescue.org](mailto:jobs@birdrescue.org) with "DFA" AND YOUR NAME in the subject line. Applications are reviewed on a rolling basis. Qualified applicants only. Principals only. No phone calls, please!

International Bird Rescue is committed to representing the diverse populations of bird lovers in the world. Members of all ages, genders, sexual orientations, races, ethnicities, nationalities, physical abilities or disabilities, religions or beliefs, and cultures are welcome as employees and volunteers in our organization.

For more information, please visit:

- [International Bird Rescue's website](#)
- [Like us on Facebook](#)
- Follow us on [LinkedIn](#)
- Follow us on Twitter: [@IntBirdRescue](#)
- Follow us on Instagram: [IntBirdRescue](#)
- Follow us on YouTube: [SavingSeabirds](#)