



Financial and Administrative Manager

Background

The California Association of Resource Conservation Districts (CARCD) is a 501c3 non-profit organization serving the 95 Resource Conservation Districts (RCDs) throughout the State. Our organization works as a hub to strengthen and support a powerful statewide network of local RCDs, so they can assist communities across California in caring for our land, water, soil, air, and other natural resources. CARCD and the RCDs offer effective, locally-governed, non-regulatory ways to meet our communities' natural resource needs and challenges, at any scale from local to statewide.

Position Summary

The Financial and Administrative Manager works closely with the Executive Director to achieve goals related to general operations, grants negotiations, planning and budgeting, support of the board of directors, strategic planning, contracting and compliance. The position will ensure that CARCD's internal controls are adequate, appropriate and in compliance. In addition, the position requires the ability to communicate and coordinate well with a diverse set of staff, directors, RCDs and partners. The position is largely detail orientated and independent work, but also the need to work with a team. The position reports directly to the Executive Director. The position is an "at will", full time benefited position.

Position Responsibilities

- Business Operations:
 - Assists the Executive Director in managing business operations.
 - Maintains all Human Resources files for CARCD employees and tracks all required trainings to ensure compliance with California labor laws.
 - Works to continually improve support and coordination across all projects/programs to increase efficiency.
 - Identifies and executes process and system improvements.
 - Works with Executive Director on revenue strategies and projections.
- Board of Directors Support:
 - Assists the Executive Director and Board of Director in planning quarterly board meetings, monthly Executive committee meetings, Revolving Loan Fund committee meetings.
 - Prepares meeting meetings, financial reports and other meeting support as needed.
 - Provides staff support to board members as needed.
- Planning and Budgeting
 - Works closely with Executive Director, Board Treasurer and Finance Committee to:
 - Develop annual budget and assist with budget adjustments
 - Manage and track incoming revenue from private or government grants; and contracts
 - Track cost- sharing requirements
 - Review timecards, bank statements, invoices, and expense reports
 - Support outside financial firms in annual audit, review of financial statements and tax filings.

- Compliance:
 - Works with Executive Director and Legal Counsel to:
 - Ensure that program files are managed appropriately
 - Ensure grant compliance according to government regulations and grant agreements
- Perform additional services and other related duties as directed by the Executive Director.

Supervisory Responsibilities

This position supervises the Administrative Coordinator position.

- Supervision responsibilities include:
 - Regular check-ins to ensure tasks are being completed
 - Development and support of overall work plan for supervisee
 - Semi-annual performance review of supervisee

Education and/or Experience:

- Bachelor's degree from four-year college or university in business and accounting, public policy, natural resources, or related field.
- Five to ten years related work experience including experience with or for non-profits and/or government agencies.
- Experience with standard accounting software and grant related accounting principles.
- Two or more years of supervisory experience.

CARCD is committed to building an amazing and diverse team! If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.

Compensation and Work setting:

- \$35-\$40/hour based on experience, 32-40 hours a week (flexible).
- This is a fulltime permanent position, and includes health insurance benefits and paid holidays, vacation and sick time, 401(k) retirement plan.
- The position is remote but may require periodic travel to Sacramento and other regions of California as needed.

How to Apply:

Please send a cover letter and resume to jobs@carcd.org with the subject line "Financial and Administrative Manager" by March 17th, 2023. CARCD is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin genetics, disability age or veteran status.