



Audubon Canyon Ranch

Connecting nature, people, and
science for a more resilient world.

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Job Title: Compliance and Compensation Manager

Date: August 1, 2023

Job Description

The Compliance and Compensation Manager manages Human Resources (HR) for the organization by developing and maintaining HR policies and procedures, managing payroll and benefits, managing internal and external HR communications, ensuring Diversity, Equity, Inclusion, and Justice initiatives are integrated throughout HR, and creating and improving systems.

Responsibilities

- **Policies & Procedures:** Develops, streamlines, and communicates organizational HR policies and procedures including occupational health and safety, ensuring compliance with federal, state, and county regulations, and in consultation with organizational leadership;
- **Payroll & Benefits:** Manages payroll and benefits for up to 55 employees;
- **Diversity, Equity, Inclusion, and Justice (DEIJ):** Works within the organization to ensure current and emerging DEIJ goals and initiatives are reflected in all aspects of HR;
- **Systems Improvement & Organization:** Ensures all files and records are complete, well organized, and secure; analyzes and streamlines tasks, projects, procedures, and systems to improve efficiency and quality; records and captures systems and procedures;
- **Internal Communications:** Manages employees' HR questions, accident reports, and workers compensation; maintains a positive working environment according to organizational values; consults regularly and works in close collaboration with Chief Operating Officer;
- **External Communications:** Manages job inquiries, searches, and hiring; supports employee onboarding and offboarding;
- Supports the implementation of risk management program;
- Supports and assists record keeping for volunteer managers;
- Actively participates in organizational initiatives, trainings, and meetings;
- Other duties as assigned.

Job Location:	Combination of telecommuting and in person in Glen Ellen, CA (preferred) OR fully remote	Supervisor:	Chief Operating Officer
Degree/Years of Experience:	Minimum of 3 years California HR experience	Other Requirements:	If in California, current California driver's license
Employment Status:	Regular, full time, hourly, non-exempt		

Required Skills and Qualifications

- Ability to demonstrate thorough working knowledge of and experience with California human resources compliance;
- Demonstrated experience managing and processing payroll and benefits for 30 or more employees;
- Professional and highly organized with keen attention to detail and strong problem-solving skills;
- Ownership of job responsibilities with personal pride and accountability;
- Functional understanding of and commitment to equity, diversity, inclusion, and justice and specific applications in human resources;
- High level of emotional intelligence: Ability to remain calm and productive when working under deadlines; highly accountable, reliable, tactful, and diplomatic; ability to maintain confidentiality;
- Ability to shift easily between working independently and collaboratively;
- Comfortable using PC computers and proficiency with SharePoint, OneDrive, MS Word, Excel, Outlook, Adobe Acrobat Pro, Teams, Zoom;
- English proficiency: Excellent written and verbal communication skills.

Desired, Not Required

- Society for Human Resources Management Certified Professional (SHRM-CP) Certification;
- Spanish language proficiency, written and verbal;
- Bachelor's degree in human resources, business, or related field;
- Experience working with organizations that have multiple locations and/or departments;
- Familiarity with payroll processing through Innovative Business Solutions (IBS) platform;
- Experience in nonprofit sector;
- Familiarity with Blackbaud products including Raisers Edge and Financial Edge.

Essential Physical Requirements

Ability to frequently and repetitively use hands (keyboarding), vision, hearing, speech/language processes; use computer, telephone, scanner, photocopier, and other standard office equipment.



JOB ANNOUNCEMENT

Compliance & Compensation Manager

The Opportunity

[Audubon Canyon Ranch](#) (ACR), an innovative North Bay conservation science, land stewardship, and environmental education organization, is hiring a full time Compliance & Compensation Manager. Starting salary is 65,000 to 75,000 per annum with competitive benefits. Desired start date is October 16, 2023.

At Audubon Canyon Ranch, we believe that healthy plant and animal populations are signs of a healthy world, that access to nature builds healthy communities, and that we can tackle the region's top environmental challenges by working collaboratively.

Purpose

Our remarkable and committed staff is growing and we will soon exceed fifty employees. We are hiring our first Compliance & Compensation Manager to provide support and assistance for these exceptional humans. The Compliance & Compensation Manager will manage human resources (HR) by developing and maintaining HR policies and procedures, managing payroll and benefits, managing internal and external HR communications, ensuring Diversity, Equity, Inclusion, and Justice initiatives are integrated throughout HR, and creating and improving systems.

Full position description:

<https://egret.org/wp-content/uploads/2023/08/Compliance-Compensation-Manager-1.pdf>

To Apply

Email resume (including HR certifications and/or relevant coursework) and detailed cover letter (titled with Lastname_Firstname_resume, Lastname_Firstname_coverletter) to julia.clothier@egret.org with "Compliance & Compensation Manager" in subject line. No phone calls, please.

Round one application period closes September 5, 2023.

Candidates may be asked to provide references from current and/or former supervisors and professional peers.

At Audubon Canyon Ranch we believe that multiple perspectives and diversity create a stronger work environment and drive innovation. By building a culture where differences are valued, all voices are heard, and people are encouraged to bring their full, authentic selves to work, we are much more likely to succeed.

Audubon Canyon Ranch does not discriminate on the basis or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability, marital status, medical condition, status as a veteran, or any other protected class in any of its employment activities.

Submission of your application does not constitute an offer of employment nor an employment contract.