

## **Job Description**

### **Finance Manager**

**Employer:** Napa County Resource Conservation District  
**Work Location:** Napa, California  
**Status:** Full-Time, Exempt (1.0 FTE)  
**Annual Salary Range:** \$112,000 - \$125,000 (dependent on experience)

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

Napa County Resource Conservation District (Napa RCD) is a non-regulatory local government empowered to manage soil, water, forests, and wildlife resources for conservation. Since 1945, Napa RCD has facilitated natural resource conservation through community involvement, education, technical expertise and scientific research. Napa RCD is committed to using voluntary, cooperative and scientifically sound methods to ensure that the natural resources of our region are sustained, restored and protected. Napa RCD has a team of fourteen conservation scientists, outreach, and administrative professionals, and is co-located with the county field office of the USDA Natural Resources Conservation Service (NRCS). Its Board of Directors is composed of seven individuals. Napa RCD's \$5M annual operating budget is almost entirely grant and contract funded. Learn more about us here: <http://naparcd.org/>

#### **Position Summary:**

The Finance Manager manages the accounting operations of the Napa RCD including 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 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 an Office Manager/Bookkeeper position that is not currently hired.

Training will be provided over the course of the first year. This is a 40-hour per week exempt, onsite position. A 9/80 schedule option is available upon request. There may be the possibility of working partially- or fully-remote in the future. The application period opens August 30, 2023 and is open until filled.

#### **Compensation and Benefits:**

Position Title: Finance Manager

Status: 100% 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: \$112,000 - \$125,000 annually commensurate with applicable experience and professional qualifications.

Benefits: Napa RCD's full-time employees receive paid holiday, sick, and vacation leave, CalPERS retirement benefits, employer-paid health, dental, life, and long-term disability insurance plans, cell phone stipend, and access to a voluntary deferred compensation program.

For Full Details and To Apply:

Visit

<https://napacountyresourceconservationdistrict.applytojob.com/apply/n2oJRxoSSO/Finance-Manager?source=CVNL>

**Application Deadline:** Open until filled.