

## Job Description Finance Manager

<b>Employer:</b>	Napa County Resource Conservation District
<b>Work Location:</b>	Napa, California
<b>Status:</b>	Full-Time, Exempt (1.0 FTE)
<b>Annual Salary Range:</b>	\$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.

### 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**, forecasts, and information requests for internal and external audiences (e.g., Board meetings, US Census Bureau's Annual Services Report, liability insurance renewal questionnaire, annual report).
- 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**, including working with project managers on monthly/quarterly invoicing and reconciliation, ensuring all expenses and staff time have been entered, preparing and maintaining project records, preparing deposits to the County treasury and maintaining the Automated Standard Application for Payments (ASAP) government account.
- 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 Napa 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.

#### Responsibilities - Human Resource Management:

- Review bi-weekly **payroll** deductions, additions, and reports; process payroll in the absence of the Office Manager/Bookkeeper, compare County ledgers, maintain time off accruals and compensation time tracking, and create and maintain a payroll procedure manual.
- 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 Office Manager/Bookkeeper's 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**.
- Prepare **Workers' Compensation** fiscal year-end reconciliation and estimates for new fiscal year
- 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 Office Manager/Bookkeeper.
- Complete other duties as assigned.

#### Qualifications:

- Bachelor's degree in related field and/or minimum of five (5) years of progressively responsible financial management experience, including at least three (3) years of experience overseeing the finance 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 audience'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.

Napa 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.

Napa 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. Napa 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: 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.

## To Apply:

Please [click here to apply](#).

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.