

Director of Finance Job Opportunity

Employer: Sonoma Resource Conservation District
Work Location: Santa Rosa, Sonoma County, California
Position: 24 to 32 hours per week
Start Date: September 2017

About the Organization

The Sonoma RCD is a non-regulatory, local special district empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The Sonoma RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD has a 3 million dollar budget which is 98% grant and fee for service funded with 2% coming from local property tax and an educational program endowment. The RCD has a team of fourteen, with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through a variety of programs and services described at: www.sonomarcd.org.

Position

The Director of Finance will report to the executive director (ED), and will play a critical role in strategic decision making as the RCD continues to enhance its quality programming and build capacity. The successful candidate will be a hands-on and participative manager who will provide leadership in the following areas: finance, human resources, and risk management. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management

- Oversee and lead annual budgeting process in conjunction with the ED.
- Monitor annual budget progress and changes, and keep the board of directors and staff leadership team abreast of the organization's financial status.
- Prepare, analyze, and present financial reports in an accurate, timely, and relatable manner.
- Manage financial forecasting, and work with the leadership team to identify and strategize how to address foreseeable financial issues.
- Coordinate and lead the annual audit process, liaise with external auditors and the executive committee of the board of directors.
- Periodically review and update the RCD's accounting practices. Maintain and improve the financial policy and procedure manual.

Human Resources

- Periodically review policies and procedures related to professional development, compensation and benefits, performance evaluation, and recruiting, and propose improvements to the leadership team.
- Act as human resources point-person, including employment information, health benefits, and retirement plan.
- Stay apprised of labor law updates and ensure that the RCD is compliant.
- Oversee administrative staff.

Risk Management

- Oversee agency insurance policies, making recommendations to the Board of Directors concerning continuation or change of policy status.
- Oversee and keep records of all certificates of insurance and additionally insured for program partners and contractors
- Attend workshops and seminars as necessary on risk management issues related to employees, volunteers, OSHA requirements, liability exposure and risk transfer, etc.

Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree/certification
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with - programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy and knowledge of/experience with accounting and reporting software

This position is a 24 to 32 hours per week at-will position. Compensation commensurate with experience. Position includes employer-paid health plan, retirement plan, annual discretionary leave, and ten (10) paid holidays. All benefits pro-rated based on FTE ratio.

To apply: send cover letter, resume, and references to Becky Tillman, btillman@sonomarc.org, by August 11, 2017. No telephone calls please.