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1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

707.569.1448  
[www.SonomaRCD.org](http://www.SonomaRCD.org)

## Job Opportunity: Finance & Administration Director

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work

**Status:** Exempt/1.0 FTE

**Starting Compensation Range:** \$110,000-120,000/year

**Posting Date:** October 3, 2022

**Estimated Start:** January 2023

### Organizational Background

The Sonoma RCD (RCD) is a non-regulatory, local government entity 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 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 an annual budget of \$4.4MM and is almost exclusively grant and contract funded. The RCD's team of seventeen has expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration. The RCD is governed by a board of seven directors that are local landowners in the District. Our mission is carried out through four programs: LandSmart® Planning, LandSmart On-the-Ground, LandSmart Water Resources, and LandSmart Education. For more information visit our website at: [sonomarcd.org](http://sonomarcd.org)

### Position Summary

The Finance & Administration Director oversees the management of the RCD's finance, human resources, and administrative operations that support the District's ability to achieve its mission to bridge the needs of the community and natural resources by empowering people through reliable expertise and action to strengthen the resilience of Sonoma County. The Finance & Administration Director is a results-oriented, hands-on professional with big picture vision and a commitment to excellence, transparency, and fiscal accountability.

The Finance & Administration Director, reporting to the Executive Director, works closely with the District's management team and Board of Directors to ensure smooth operation of the District and development of financial resiliency to meet the strategic goals of the RCD. The Finance & Administration Director supervises the Staff Accountant and Administrative Coordinator.

### Essential Functions

#### *Financial Management*

- Direct, manage, supervise, and coordinate day-to-day finance operations and activities, including A/P, A/R, general ledger, cash management, reconciliations, payroll, and financial records maintenance.
- Review and prepare monthly journal entries and cost allocations.
- Prepare, present, and analyze financial reports and forecasts for internal and external audiences.
- Oversee the development, administration, and monitoring of the SRCD annual budget.

- Coordinate annual audits of financial records, liaising with the auditor, actuary, and the Executive Committee.
- Prepare and negotiate the annual indirect cost proposal with the cognizant agency.
- Lead the development, monitoring, and evaluation of financial-related policies, procedures, and processes.
- Oversee investment and asset management.
- Serve as the administrator for the Laguna Valley Mitigation Bank Fiduciary Fund.
- Manage vendors and relationships with outsourced support functions (e.g., financial institutions, payroll provider, online fundraising platform).

#### *Human Resources Management*

- Ensure District compliance with applicable federal, state, and local employment laws, policies, and regulations.
- Lead the development, evaluation, and maintenance of the SRCD's Personnel Manual and HR forms.
- Advise the Executive Director and liaise with District's employment attorney on personnel matters.
- Serve as the primary HR contact for employees.
- Oversee employee onboarding, offboarding, and benefits administration.
- Maintain personnel records and manage the annual performance evaluation process.
- Coordinate staff trainings and safety policies and procedures with Executive Director.

#### *Administrative Operations*

- Oversee contract administration, risk management, IT, and other administrative operations, including:
- Ensure the District's compliance with state, federal, and local laws, and funder guidelines and regulations.
- Liaise with insurance broker (SDMRA), maintaining appropriate insurance coverage and processing claims.
- Review and negotiate contracts, agreements, and amendments with consultants, subcontractors, service providers, and funders.
- Direct, manage, supervise, and coordinate pre- and post-award grant/contract administration.
- Oversee office system functions, facilities management, and administrative policies and procedures.
- Support IT functions by liaising with Technology Committee and outsourced IT provider.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Applicant Qualifications**

##### Required Qualifications

- A Bachelor's or advanced degree from an accredited college or university; and a minimum of seven (7) years of progressively responsible financial management experience, including at least three (3) years of experience overseeing the finance, human resources, and operational functions of an organization, including staff supervision and performance evaluation.
- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- 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.
- Experience with budgeting and financial forecasting techniques and reports.
- Highly proficient in Quickbooks and MS Office with advanced Excel skills.

- Demonstrated experience in the administration of a contracts/grants 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 listener's knowledge or experience.
- Ability to apply sound administrative and financial management knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- Experience with and knowledge of human resources operations; benefits and payroll; and employment laws and regulations governing exempt and non-exempt employees.
- Experience negotiating, writing, and administering contracts.
- Strong initiative, a high level of integrity and sound judgment, while working with minimal supervision.
- Comfort and willingness to work with diverse opinions and perspectives in a collaborative, team-oriented work environment.
- Ability to communicate effectively in English sufficient to convey information and instructions to colleagues, Board members, and the public.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

#### Desired Qualifications

- Experience working with a variety of public, nonprofit, and private organizational structures.
- Knowledge of federal award administration.
- Passionate about the conservation of natural resources.

#### **Work Environment**

Work in the main office is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

#### **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. Some kneeling, bending, grasping, reaching, and carrying of items weighing up to 30 pounds required. Near and far visual acuity required for expansive reading, computer operation, and editing of documents. Driving required for local travel.

#### **Compensation/Benefits**

Starting compensation for this position is \$110,000-120,000/year. Benefits for this position include 100% employee medical coverage; dental and vision insurance with minimal employee contributions; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program. No relocation assistance will be provided.

#### **Additional Information**

A background investigation is required prior to employment for applicants who receive a conditional offer of employment. Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further.

## **How to Apply**

Please submit a cover letter, resume, and three professional references to [vminton@sonomarcd.org](mailto:vminton@sonomarcd.org) with "Finance & Administration Director" in the subject line. Applications will be accepted on a rolling basis until the position is filled, with initial review of applicants to begin on October 31, 2022. **No phone calls please.**

*Sonoma Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.*