



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Director of Finance & Administration

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: \$115,000-125,000/year

Posting Date: January 31, 2025

Estimated Start: April 2025

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 funded by a diverse grants and contracts portfolio. Our mission is carried out by a governing board of seven directors (Board) and an interdisciplinary team of 20 professionals through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at www.sonomarc.org

Justice, Equity, Diversity, and Inclusion

The RCD is committed to incorporating justice, equity, diversity, and inclusion to evaluate, enhance, and expand our programming, deepen our connections with community partners, and strive to better serve our entire District. We recognize the importance of working to build and sustain an inclusive and equitable culture within our organization to effectively serve our District, improve access to economic opportunity, and create landscape-scale resilience for our current and future generations. We strive to ensure that water, soil, working lands, and wildlife habitats are conserved for all as we promote collaboration, employ innovative solutions based on science, respect our diverse communities and their connections to land, and empower members of our community to be active stewards of our natural and cultural resources.

Position Summary

The Director of Finance & Administration (DF&A) oversees the RCD's financial management, human resources, and administrative operations that support the District's ability to achieve its mission and develop financial resiliency to meet its strategic goals.

This is a hands-on role which requires strategic leadership, but also the willingness to roll up one's sleeves and proactively problem solve alongside a developing finance and administration team.

Reporting to the Executive Director, the DF&A works closely with the District's leadership team and Board of Directors and supervises the Administrative Manager, Staff Accountant, Accounting Technician, and Grants Compliance Coordinator.

The opening is part of a planned succession strategy, affording the selected candidate an opportunity to train with and receive mentorship from the current DF&A.

Essential Functions

Financial Management

- Direct, manage, and coordinate the day-to-day finance and accounting, including A/P, A/R, general ledger, cash management, payroll, and financial records maintenance.
- Ensure timely and comprehensive monthly close processes, including cost allocations, review and preparation of journal entries, reconciliations, and updates to accounting schedules across three (3) governmental funds.
- In partnership with the Board Executive Committee, manage multi-custodial investment management.
- Prepare, present, and analyze financial reports and forecasts for internal and external audiences on a monthly, quarterly, and annual basis.
- Oversee the development, administration, and monitoring of the SRCD annual budget.
- Coordinate annual financial statement and single audits, liaising with the auditor and actuary.
- Prepare and negotiate the annual indirect cost proposal with the RCD's federal cognizant agency.
- Lead the development, monitoring, and evaluation of financial controls, including financial-related policies, procedures, and processes.
- Serve as the administrator for the Laguna Valley Mitigation Bank Fiduciary Fund.
- Manage vendors and relationships with outsourced support functions (e.g., payroll provider, financial institutions, online fundraising platform).

Human Resources Management

- Ensure District compliance with applicable federal, state, and local employment laws, policies, and regulations.
- Actively identify areas for improvement in HR to enhance employee satisfaction and strategic goals.
- Lead the ongoing evaluation and maintenance of the RCD's personnel policies and HR forms.
- Oversee the Administrative Manager who manages day-to-day HR operations, including recruitment, onboarding, offboarding, benefits administration, and personnel records.
- Serve as a resource to the District's leadership team, advising and partnering with them on personnel practices and matters, liaising with District's employment attorney as needed.

Administrative Operations

- Oversee risk management, ensuring the District's compliance with state, federal, and local laws, and funder guidelines and regulations.
- With assistance from the new Grants Compliance Coordinator, lead and continuously improve pre- and post-award grant/contract administration, inclusive of database management and review and negotiation of contracts and agreements.
- Manage and provide support to the Administrative Manager who is responsible for general office administration, facilities management, and administrative policies and procedures.
- Regularly liaise with the outsourced IT provider to manage the RCD's IT Systems and plan for improvements that increase productivity and enhance security.

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.
- Commitment to excellence, transparency, and fiscal accountability.
- A leadership style marked by humility and continuous learning.
- 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 Desktop 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, and controls.
- Experience with and knowledge of human resources operations, benefits, payroll, and CA 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.
- 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.

Desired Qualifications

- Experience working with a variety of public, nonprofit, and private organizational structures.
- Knowledge of Uniform Guidance, federal award administration, and single audits.
- Educational emphasis in accounting or business administration.
- Financial certification (e.g., CPA, CGFM)
- Proficiency in Airtable.
- 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.

Compensation/Benefits

Starting compensation for this position is \$115,000-125,000/year. Benefits for this position include employer-sponsored medical, dental, and vision insurance (100% coverage for employee; dependent coverage available at 100% cost to the employee); \$50,000 employer-sponsored life insurance policy; a 401(a) retirement plan with a non-matching employer contribution of 5.00% and the option to make voluntary pre-tax contributions into a 457(b) plan; 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 hr@sonomarcd.org with "Director of Finance & Administration" 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 February 24, 2025. **No phone calls please.**

The RCD is an equal opportunity employer where all aspects of employment are based on competence, merit, and performance. 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.