



1221 Farmers Lane, Suite F  
Santa Rosa, CA 95405

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

## **Job Opportunity: Finance Manager**

**Employer:** Sonoma Resource Conservation District

**Work Location:** Main office in Santa Rosa, Sonoma County, California, with option for partial remote work following 90-day introductory period.

**Status:** Exempt/ 1.0 FTE

**Annual Salary Range:** \$112,300 - \$122,720/year depending on experience.

**Posting Date:** February 17, 2026

**Estimated Start:** April 2026, depending on availability.

### **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 a budget of \$4.5MM and is almost exclusively grant and contract funded. Our mission is carried out by a governing board of seven directors (Board) and an interdisciplinary team of 19 professionals through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at [sonomarcd.org](http://sonomarcd.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 Finance Manager manages the accounting operations of the Sonoma RCD including budgeting, auditing, payroll, accounts payable and receivable, general ledger, and financial reporting in accordance with GAAP for governmental agencies and internal policies and procedures. This role oversees the development and implementation of financial systems for the organization 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 Manager also performs activities associated with human resources and other confidential matters. The Finance Manager is a results-oriented, hands-on professional with big picture vision and a commitment to excellence, transparency, and fiscal accountability.

The Finance Manager, 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 Manager supervises the Staff Accountant, Accounting & Administrative Technician, and forthcoming Grants Compliance Specialist.

## **Essential Functions**

### *Accounting and Finance Management*

- Manage, supervise, and coordinate day-to-day finance operations and activities.
- 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.
- Manage accounts payable, including credit card account management, vendor and sub-contractor payments and employee reimbursements, and oversight of 1099 preparation.
- Manage accounts receivable, including supporting quarterly invoicing cycles and reconciliation, ensuring all expenses and staff time have been entered.
- 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 (e.g., Board meetings, Board committees, liability insurance renewal questionnaire).
- Lead the development, implementation, and continuous improvement of finance policies, procedures, and systems to strengthen organizational effectiveness and ensure appropriate oversight and internal control of all financial activities.
- Review and advise on grant and contract budgets to funders, including billing rate preparation.
- Lead the development, administration, and monitoring of the SRCD annual operating budget.
- Coordinate annual financial statement and single audits, liaising with the auditor, actuary and Board Executive Committee.
- Prepare and negotiate the annual indirect cost proposal with the cognizant Federal agency.
- 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).

### *Administrative and Human Resource Management*

- Oversee risk management, ensuring 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.
- With the assistance of the new Grants Compliance Specialist, lead and continuously improve pre- and post-award grant/contract administration, including database management and review negotiation of contracts and agreements.
- Manage bi-monthly payroll processing via SRCD's web-based payroll and time & attendance platform.
- Prepare the annual insurance renewal questionnaire and Worker's Compensation annual payroll reconciliation.
- Prepare personnel reports such as State Controller Office's government compensation report.
- Lead the development, monitoring, and evaluation of procurement-related policies, procedures, and processes.

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.

### **Required Qualifications**

- Bachelor's degree 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 and operational functions of an organization including supervision of staff and performance evaluations.
- 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.
- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- Experience with budgeting and financial forecasting techniques and reports.
- 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 negotiating, writing, and administering contracts.
- Strong initiative, a high level of integrity, and sound judgment, while working with minimal supervision.
- Detail-oriented with excellent organizational and problem-solving skills.
- 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 But Not Required Qualifications, Knowledge, and Abilities**

- 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.
- Notary services a plus.
- 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 \$112,300 - \$122,720/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 cover letter, resume, and three professional (3) references in one PDF document to [hr@sonomarc.d.org](mailto:hr@sonomarc.d.org) with the title "Finance Manager" in the subject line. **Applications must be received no later than 5:00 PM Pacific Standard Time on March 13, 2026. No phone calls please.**

*The Sonoma Resource Conservation District 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.*