

JOB ANNOUNCEMENT

FINANCE AND OPERATIONS DIRECTOR

Updated 3/3/23.

The Sierra Fund is seeking a Finance and Operations Director. The Finance and Operations Director is responsible for leading The Sierra Fund's (TSF) financial management, operations, human resources, and IT. The Finance and Operations Director ensures that TSF maintains and improves the operations and finance systems to support effective program implementation and organizational success. The position reports to the Executive Director, manages an Office Administrator, a contract bookkeeper, and coordinates closely with all six staff in the organization.

The Sierra Fund's mission is to restore ecosystem and community resiliency in the Sierra Nevada. We base our work on science, stewardship, collaboration, environmental justice, and advocacy. We envision a Sierra that is a healthy place to live, work, visit and raise a family; with clean air, water, and soil; and with all Sierrans, Californians and others who benefit from our region being empowered to protect and restore our communities and natural resources for multiple generations.

The nonprofit organization has a home office in Nevada City CA and our staff work in-office and/or remotely. The Sierra Fund has a track record of success over twenty years. [Link here for more on the organization](#)

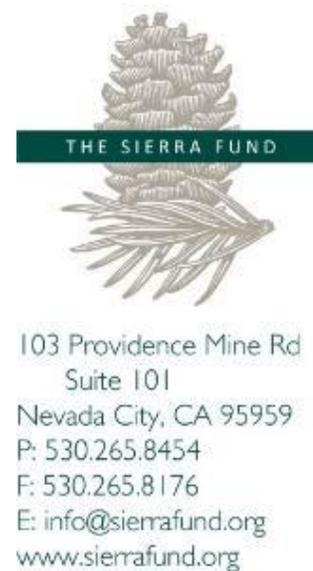
Salary and Benefits: \$85,000-\$100,000 This is a full-time, exempt position; eligible for health insurance, sick/vacation accrual, paid holidays, and retirement contribution (after three months on staff). TSF normal business hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Job Summary: The Director is responsible for organizational budgeting and cash flow, financial reporting and compliance, grants administration and invoicing, organizational account management, and human resources. They manage an Office Administrator, contract bookkeeper, contract computer support service, HR consultant, and other vendors as needed. They participate in the development and implementation of organization-wide policies and plans.

Location: This position is desired to be based in the Nevada City office, and working remotely would be considered or some mix of in-office/remote.

Summary of Duties:

Finance Responsibilities (50%)



- Co-create, manage, and report out on a complicated annual organizational budget, in close coordination with the Executive Director. The Annual budget includes financial tracking for over fifteen restricted income sources, unrestricted income, and is a living tool used frequently by senior staff.
- Consistently analyze financial data and present financial reports to the senior staff and Board in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financials; monitor progress and changes, and keep leadership abreast of TSF's financial status.
- Manage, coordinate, and support a contract bookkeeper and Office Administrator to operate accounts payable and receivable systems, including record keeping.
- Oversee all financial, project/program and grants accounting; manage bookkeeper and ensure that expenditures are consistently aligned with restricted income and program budgets.
- Review funding proposals and prepare project/grant budgets in close coordination with the Executive Director and Program Director to ensure funding requests are aligned with organizational financial needs and program goals.
- Manage organizational and programmatic cash flow, including forecasting, working in partnership with the Directors. This includes managing a line of credit.
- Manage organizational bank and investment accounts. Lead coordination with financial institutions and account signers.
- Lead coordination with an external financial auditor as determined providing requested information and records in a timely way.
- Manage a bookkeeper to ensure payroll is on time and accurate.

Operations Responsibilities (30%)

- Manage the bookkeeper to create and update timesheets and manage the Office Administrator to ensure records are filed on time, accurate, align with any restrictions, and signed by staff and supervisors. This includes co-creating and managing tracking systems for restricted income time allocations.
- Create and file all federal, state and county required organizational filings
- Manage contracts, timelines, and contract budgets in coordination with staff to ensure contracts are comprehensive and align with financial systems. Track and pay contractors on time. Select and manage contractors in coordination with the Executive Director for operations or financial projects.
- Secure and manage continuous health insurance, retirement benefits, Directors and Officers insurance, and other organizational coverage. Coordinate with our insurance brokerage to identify the best services for our needs and budget.
- Review government grant and fee for service contracts and ensure all financial, administrative, and non-program requirements of the contract are fulfilled.
- Working with a team of staff, help create and submit according to contract guidelines. Coordinate closely with staff to track invoicing to program/project/ and organizational budgets.
- Manage a team of staff to ensure checks and balances are divided among staff for strong internal control systems.
- Align financial records with development records in coordination with the Development and Communications Manager.

- Lead manager of the organizations electronic and hard copy shared filing system, working closely with staff to create and maintain an easily understood and navigated filing and record keeping system.
- Lead in managing the office lease and storage space selection and/or renewals, managing the Office Administrator in day to day coordination.
- Manage the Office Administrator who leads in procuring supplies, so that day to day organizational needs are met.
- Maintain inventory of all fixed assets, including assets purchased with government funds (computers, etc.), assuring accordance with federal regulations.
- Manage the Office Administrator in leading efforts to maintain a well-organized, clean, and professional office.

Human Resources (10%)

- Manage all employee benefits, including retirement.
- Update Employee Handbooks and create and update other staff forms and documents.
- Work with an HR Consultant as needed to ensure TSF compliance with state and federal law(s).
- Maintain accurate and up-to-date employee files and records.
- Orient new staff to operations and finances and support managers in orienting new staff.
- Support the Executive Director and staff to ensure employee reviews and all personnel matters are addressed.

IT (5%)

- Oversee contracted computer/technical service support.
- Manage equipment so that staff have a functional, safe, and effective work environment.
- Track computer software and manage accounts for cost effectiveness and strong staff support.

Other duties (5%)

- Participate in organizational, program and project planning and strategy.
- Participate in senior leadership team meetings, staff meetings, staff or board retreats, and other staff functions as requested.
- Manage the Office Administrator in providing logistical support to organizational meetings, conferences, field tours, and other events.
- Other duties as assigned.

Required Education and Experience

- 5+ years finance, administrative, and/or operations management experience for a nonprofit organization.
- Excellent leadership in managing budgets, juggling multiple restricted income sources, producing understandable financial reports, and ensuring up-to-date record-keeping and reporting.
- Experience managing a bookkeeper or doing bookkeeping.
- Experience invoicing and contracting

- Experience managing government grant financial tracking and reporting.
- Experience with office management.
- Experience managing contractors, holding them accountable to plans, timelines and commitment and providing information they need to fulfill contractual goals and duties.
- Excellent organizational skills. Demonstrated ability to be on time, and responsive.
- Highly attentive to detail and committed to high quality work products.
- Ability to establish and maintain effective professional relationships and partnerships. Strong interpersonal and communication skills. Ability to work well with remote staff and contractors. Team oriented.
- Experience managing other staff and an ability to inspire and support staff for high performance.
- Strong analytical and problem-solving skills.
- Ability to work independently and with minimal supervision.
- Proficiency with Microsoft Office tools, Google documents, Zoom, and Windows.
- Spreadsheet wizard.

Supervisory Responsibility

- Direct supervision of the Office Administrator
- Manage a contract Bookkeeper, contract computer service support, and other vendors as needed.

Work Environment

This job operates in a professional office environment and/or your home office. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands; reach with hands and arms; and light lifting up to 35 lbs. is occasionally required.

Travel

Travel is a component of the position. Occasional out-of-the-area and overnight travel is expected, such as attending staff retreats, board meetings, or professional network meetings.

To Apply: Send a resume and cover letter highlighting your qualifications and interest in the position to jenny.michael@sierrafund.org. The position will remain open until filled and candidates will be reviewed and potentially interviewed on an ongoing basis.