

JOB ANNOUNCEMENT

Title: Finance Manager

Reports to: CEO

Job Status: 32 – 40 hours/week starting mid-August 2014
Exempt Position

Location: Nevada City, CA



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About The Sierra Fund

The Sierra Fund (TSF) was established in 2001 to increase public and private investment in protecting and restoring the natural resources and communities of the Sierra Nevada. We do this by **Advocating** for increased investment in the region; providing **Philanthropic Services** to increase and organize funding within the region; and conducting **Strategic Campaigns** to raise the visibility of the need and opportunity to take action to “save our Sierra.” For more information, please visit www.sierrafund.org.



The Sierra Fund has seen impressive growth of our programs and philanthropic services over the last year. We are proud and excited to be able to offer a new position for an experienced finance professional, as part of long-term vision of building our organization and pursuing our mission. We welcome a new individual to our team of passionate and dedicated staff members.

We are seeking an experienced Finance Manager to manage the fiscal resources of The Sierra Fund including accounting, finance, organization-wide budgets and treasury in accordance with generally accepted accounting principles and organization/contract policies and procedures. They will participate as a member of the management team in the development and implementation of organization-wide policies and programs that will contribute to our overall success.

Position Description

Reporting to the CEO, the Finance Manager will be responsible for oversight of all finance, accounting and reporting activities. The Finance Manager will lead all day-to-day finance operations of a budget of \$2 million including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Finance Manager will ensure that The Sierra Fund has the systems and procedures in place to support effective program implementation and expansion and conduct flawless audits. The Finance Manager will work closely with program leaders and staff, to educate them regarding finance and accounting procedures and to explore how the finance function can support program operations.

Responsibilities

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Oversee all purchasing and payroll activity for staff and participants.

- Interpret legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines.
- Implement a robust contracts management and financial/reporting system.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
- Ensure that the contract billing and collection schedule is adhered to.
- Oversee business insurance plans and health care coverage analysis.
- Maintain inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring accordance with federal regulations.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep leadership abreast of TSF's financial status.
- Assist TSF's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CEO in engaging the board's audit and finance committees around key issues as identified.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for all grants.
- Manage organizational and programmatic cash flow forecasting by working in partnership with the program managers; continuously collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Oversee and advise TSF's donor-advised funds and other grant making funds.
- Promote TSF's mission and steward TSF's overall well-being.
- Develop and implement methods that improve efficiency of program delivery.
- Participate in staff meetings and other activities that support the development of TSF.

Qualifications

This is an extraordinary opportunity for a professional with three to five years of non-profit accounting and finance experience. S/he will ideally have experience in a comparable nonprofit that has multiple programs. Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to The Sierra Fund's mission; a proactive, hands-on strategic thinker who will own the responsibility for the organization's finances.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Minimum of a BA; CPA and/or MBA desired but not required
- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles.
- Solid experience managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting.
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential.

- Technology savvy and advanced knowledge of accounting and reporting software, including QuickBooks; experience selecting and overseeing accounting software installations and managing relationships with software vendors a plus.
- Keen analytical, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

Physical Demands

- Able to work on a computer for up to 8 hours a day, including sitting at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Able to speak clearly on the phone and in person and be understood by others.
- Able to occasionally lift objects weighing up to 15 pounds.

Work Environment

This position is in TSF's office in downtown Nevada City, CA. Offices are shared among several employees. Our office, while professional, is collegial and warm.

Salary \$ 42,000 - \$ 55,000 depending upon experience

We offer a competitive salary range commensurate with applicant's experience and qualifications. We also provide benefits, including 100% paid health insurance for full-time employees and 25% of dependents, employer contributions to a 403(b) retirement plan, and generous holiday, sick, and vacation days.

Application Information

Submit a cover letter and resume electronically with a subject line that includes your name and "Finance Manager Position" to: Elizabeth Martin, CEO, Izzy.Martin@SierraFund.org.

No phone calls, please. Resume review will start July 23, 2014. This position is open until filled and will ideally begin work in mid-August, 2014.

The Sierra Fund is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, national origin, ethnicity, age, mental or physical disability, sexual orientation, or gender.