



## **Placer County Resource Conservation District Job Announcement**

**Job Title:** Administration and Finance Manager  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared Date:** February 2022

### **Compensation**

Financial compensation will be commensurate with applicable experience, ranging from \$82,000 to \$102,000 annually.

### **Introduction**

The Placer County Resource Conservation District (Placer RCD) is a non-regulatory, special district empowered to address a full suite of natural resource challenges including soil and water conservation, wildlife habitat enhancement and restoration, control of invasive species, watershed restoration, conservation planning and education. Placer RCD encompasses most of Placer County except for the Tahoe Basin, and covers approximately 1,400 square miles including private, state and federal land.

For the last 74 years, Placer Resource Conservation District has provided technical assistance to private landowners, collaborated with state and local agencies, and implemented projects that promote sustainable land management. Placer County boasts a wide range of natural resources, from the working lands of the Sacramento Valley to the alpine forests. District programs reflect the diversity of needs in the community from wildfire resilience to pollinator preservation, and priorities are rooted in the best available science to affect positive change.

### **Position Summary**

The position of Administration and Finance Manager will work closely with the Executive Director in achieving goals related to general operations, planning and budgeting, grants development, contracting and compliance. This position will help staff achieve project/program success by managing funding awards throughout their lifecycle- from proposals, to grant execution and contracting, tracking, and reporting, and project closure. This position will ensure that the District's internal controls are adequate, appropriate and in compliance with regulatory requirements, industry standards and company policies. The individual occupying this position reports directly to the Executive Director. The position is an "at will", full time benefited position.

- **Business Operations:** Assists the Executive Director in managing business operations. Works to continually improve support and coordination across all projects/ programs to increase efficiency. Identifies and executes process and system improvements.
- **Planning and Budgeting:** Works closely with Accounting and District staff to (1) develop annual budget and assist with budget adjustments; (2) manage and track incoming revenue from private or government grants; and contracts (3) track cost-sharing requirements; and (4) review timecards, invoices, and expense reports.
- **Grants Development:** Supports the District by identifying public and private grant opportunities to (1) track grant solicitations; (2) support proposal development, writing, and reporting; (3) conduct targeted research to further programmatic or fundraising goals; (4) update project tracker database.
- **Contracting:** (1) works closely with District staff, Legal Counsel and Financial Consultant to maintain template contracts for common contract types; (2) manages post-award contract and subcontract development and negotiation with external parties; and (3) manages post-award contract administration including dissemination of award information and other required documents such as insurance certificates, audits, license information, and budget information.
- **Compliance:** works with Executive Director and Legal Counsel to (1) ensure that program files are managed appropriately; (2) ensure grant compliance according to government regulations and grant agreements; and (3) support construction contracting and implementation compliance specific to California state labor and construction law.
- **Promote the District's mission and contribute to a cohesive and functional work environment.** Instill the spirit of teamwork with District employees, NRCS, and other District partners.
- **Perform additional services and other related duties as directed by the Executive Director.**

### **Essential Duties and Responsibilities**

- Participates in the development and implementation of District's goals, objectives, policies, procedures, and priorities.
- Provides leadership and works with staff to ensure a customer service-oriented working environment that supports achieving the District's mission, plans, objectives and values.
- Assists in developing policies and procedures for financial/ accounting/grant compliance matters.
- Manages accounting processes and grant compliance requirements for state, federal and privately funded grant programs.
- Oversees and prepares monthly and quarterly grant invoices.
- Reviews/Assists in the preparation of grant progress reports.

- Assumes management of administering contracts including negotiation of terms, tracking, and compliance with contractors, consultants and vendors.
- Manages and updates 5-year projection forecasts of the various funding sources for the District.
- Manages daily financial and operational functions of the District.
- Assists in development of federal and state annual reporting requirements.
- Assumes responsibility for preparation, monitoring and management of the District's annual budget.
- Assumes responsibility for acquiring knowledge of Generally Accepted Accounting Principles (GAAP) and executing full-cycle accounting functions, including but not limited to, monthly bank and material account reconciliations, transaction research, accounts receivables, cash receipts, accounts payable, property plant and equipment tracking and capitalization, payroll, internal controls, financial policies and procedure manuals, and financial/Single/grantor audits.
- Coordinates with District staff including, but not limited to the Executive Assistant and Program Managers.
- Adheres to and enforces District policies and procedures.
- Attends all District Board of Director and respective Committee meetings.
- Prepares monthly Board agendas and all meeting minutes with Executive
- Maintains compliance with Brown Act, Board bylaws and record keeping.
- Other duties as directed by the Executive Director.

### **Supervisory Responsibilities**

This position has supervisory duties.

### **Education and/or Experience:**

- Bachelor's degree from four-year college or university in business and accounting, public policy, natural resources, or related field. Master's degree preferred.
- Six to ten years related work experience including experience with, or for government agencies.
- Experience with Quickbooks (online) preferred.
- Three or more years of supervisory experience.

### **To Apply**

Email cover letter, resume or CV, and 3 references to [Admin@placerrcd.org](mailto:Admin@placerrcd.org), Subject line: *Admin & Finance Manager position*. Position open until filled, with priority deadline of April 29, 2022.