



Protecting the places that make the Feather River region special

Finance Manager

Job Description

EMPLOYMENT CLASSIFICATION: Full-time, hourly position; non-exempt.

LOCATION: FRLT Main Office, 75 Court Street., Quincy, CA 95971 (remote or hybrid considered for the right candidate).

TO APPLY: Please send the following to apply@fslt.org:

Applications reviewed as received; position open until filled. Please don't wait to apply!

- A current resume
- A cover letter (1-page) sharing your background/experience and why you believe you are a good fit for this role

POSITION SUMMARY: The Finance Manager is responsible for all financial management at FRLT including accounts payable, accounts receivable, accounting, payroll, taxes, and annual audit. They are a critical member of the FRLT team and report to the Executive Director (ED), with oversight by the FRLT Finance Committee.

This position is responsible for tracking all expenditures in line with grant and donation restrictions and for preparing financial statements in accordance with GAAP, including endowment funds. They regularly report on project expenditures to the board, funders, and project managers and work closely with the Operations Manager to track payments to contractors and vendors and ensure compliance with contract terms and grant agreements. They are responsible for overseeing and supporting the annual audit and handling tax filings. They facilitate the annual audit; help develop and enforce financial policies and procedures, and support policy and compliance across the organization.

The Finance Manager works alongside the ED to develop an annual budget, create project, and grant budgets, manage cash flow, and prepare and present a variety of financial reports and analyses to support project management, planning, and decision making at FRLT. The role is well suited to someone who is highly organized and detail-oriented, with a strong knowledge of accounting principles, and enjoys working collaboratively on a small team.

JOB RESPONSIBILITIES:

Financial Management & Accounting

- Manage the organization's accounting and bookkeeping process, including accounts payable, accounts receivable, preparing deposits and disbursements, fixed assets, and financial schedules.
- Record all transactions in QuickBooks, maintain logical class and customer codes to facilitate clear reporting.
- Regularly produce financial statements, in accordance with GAAP, for Board of Directors and ED and clearly communicate the details of statements in an accurate and timely way.
- Collate and file supporting documentation and authorizations for all restricted gifts, payments, and disbursements.
- Lead financial administration of grants and restricted gifts received by FRLT including keeping a record of reporting requirements, tracking grant expenditures, and maintaining financial accounting records.

- Manage annual audit and annual tax filings (supported by outside consultants).
- Help coordinate the management and investment of FRLT funds and track and report on endowment funds.
- Review and process time tracking data for employees, coding time to billable projects and grants, ensure payroll data is accurate, process payroll and handle tax payments and report filings.
- Manage monthly closings, bank reconciliations, and reconciliation with fundraising CRM.
- Coordinate with outside contractors on financial management projects as needed including auditor, tax prepare, investment manager, and others.
- Regularly present financial statements and assessment of financial position to the Board of Directors.

Financial Planning & Reporting

- In coordination with ED, lead the annual budgeting and financial planning process, creating and managing budgeting tools as needed.
- Create and maintain tools for managing cash flow, tracking bank balances and fund balances, analyzing cash position, and reporting on funds available.
- Support Fund Development team in drafting and reviewing grant budgets to ensure appropriate coverage of direct and indirect costs and reviewing budget v. actual reports to keep current projects on track.
- Perform various analyses of finances, create dashboards, graphs, and other reports and coordinate across teams to support strategic decision making.
- Prepare and submit financial reports to funding agencies, donors, and government entities.

Policies, Procedures, & Compliance

- Coordinate with ED Finance Committee, and Board to ensure compliance with relevant standards, legal requirements, and regulatory obligations, including Land Trust Alliance standards and practices.
- Develop financial and investment policies and procedures, regularly review, and update as required.
- Coordinate with ED and Operations Manager to manage risk through internal controls, including review and enforcement of contracts, leases, grants, and other agreements.
- Support Operations Manager with compliance calendar, maintaining nonprofit status and other certifications.
- Help review timesheets to ensure compliance with labor laws as part of payroll processing.
- Ensure all relevant documents, reports, and files are appropriately stored and labeled in SharePoint and that paper files are organized.

Other Duties

- Support ED and Board as requested with various tasks, reports, analyses, and strategic planning.
- Backup support to Operations Manager when needed: greet office visitors, answer incoming phone calls, assist with board meetings, and third-party requests.
- Occasionally assist with and participate in FRLT events, including public events.

EXPERIENCE AND EDUCATION REQUIREMENTS:

The job duties of the Finance Manager require knowledge and skills equivalent to:

- Four years of relevant experience—with increasing responsibilities—in accounting and financial administration, AND
- Two years of education or other specialized training with a focus in business administration, finance, accounting, or another relevant field OR additional years of relevant work experience in lieu of degree or specific training.

QUALIFICATIONS & ATTRIBUTES:

The skills and attributes listed are guidelines. Your education, work experience (both paid and volunteer), and life experience all contribute to your skills and competencies. If you have a good number of qualifications listed, we encourage you to apply.

- Strong knowledge of accounting principles and regulations, nonprofit accounting experience preferred.
- Proficiency in using financial accounting software (FRLT uses QuickBooks and QuickBooks Online).
- Proficiency in using computers and software including Microsoft Office Suite (proficiency in Excel required).
- Self-motivated; works independently and proactively to pursue opportunities and solve problems.
- Exceptional communication and interpersonal skills.
- Keen attention to detail and a commitment to excellence and accuracy.
- Strong sense of ethics, personal responsibility, integrity, discretion, and ability to maintain confidentiality.
- The interest in continuously learning and improving; a collaborative colleague who enjoys working in a small team that values giving and receiving honest feedback.
- A passion for FRLT's mission to conserve and care for important lands and waters in the Feather River Watershed.
- This position requires the ability to remain in a seated position for long stretches of time, consistently operate standard office equipment including computers, mice, and keyboards, and occasional lifting items up to 30 pounds. Occasionally, this role may involve outdoor activities on conserved lands.

COMPENSATION & BENEFITS:

- Salary: The starting salary range for this position is \$28.50 to \$37.00 per hour, depending on experience and qualifications.
- Benefits: The benefits package includes accrued PTO (all-in-one PTO program) and daily paid time for personal wellness. After 60 days, employees are eligible to enroll in Medical/Dental/Vision Insurance (50% premium paid), and after 90 days are eligible to enroll in FRLT's retirement program (SIMPLE IRA with 3% matching). We enable training and development opportunities when funding allows.