



## **Job Description**

### **Fiscal and Administrative Manager**

**Work Location:** Point Reyes Station, CA or hybrid/remote work location as approved by Marin RCD

**Status:** Full-Time, Non-exempt (1.0 FTE)

**Salary:** \$95,026 - \$102,748 (dependent on experience)

#### **Our Mission**

To conserve and enhance Marin's natural resources, including soil, water, vegetation and wildlife. It is our belief that the health of the county's natural landscape is dependent upon a robust agricultural economy and the active preservation of our agricultural heritage. In addition, it is our firm conviction that the agricultural productivity of the county is dependent upon the diligent application of practices which conserve and enhance our natural resources. The benefits of our program extend from individual landowners, to the immediate community and the public at large.

#### **Position Summary**

The Fiscal and Administrative Manager is responsible for all aspects of the District's \$2.5-3.5 million annual budget sourced primarily through local, state and federal grants: payroll and bookkeeping, maintenance of District financial records, timely filing of required District financial reports and communications with the County of Marin. Position provides administrative support as needed in the management of human resources, and administrative operations that support the District's ability to achieve its mission to empower and partner with landowners and the community to address Marin County's most pressing natural resource concerns. The Fiscal Manager is a results-oriented, hands-on professional with a big picture vision and a commitment to excellence, transparency, and fiscal accountability.

The Fiscal Manager, reporting to the Executive Director, works closely with the District's Finance Committee and Board of Directors to ensure smooth operation of the District and development of financial resiliency to meet the strategic goals of the Marin RCD.

#### **Essential Functions**

##### *Financial Management*

- Lead in preparation of annual budget and budget revision proposals for board approval;
- Lead the development, monitoring, and evaluation of financial-related policies, procedures, and processes that enhance organizational effectiveness and impose an adequate level of control over all financial activities.
- Maintain books of account (including but not limited to preparing payables, coding and posting invoices, preparing deposits, journal entries, reconciliations);
- Prepare invoices, reimbursement requests and other documents for completeness and accuracy;
- Prepare/process staff payroll, travel, and expense claims;
- Generate 1099 and W-2 forms and reports;
- Prepare financial statements for Executive Director, Finance Committee and Board of Directors;
- Schedule meetings of the Finance Committee, prepare agendas and meeting materials;

- Compile and work with Marin RCD and agency staff to submit all required financial reports to the appropriate government agency, organization or entity in a timely manner;
- Maintain fiscal-year-end working papers and spreadsheets, Management, Discussion and Analysis and prepare for annual audit of the books;
- Maintain current knowledge of pertinent regulatory changes and their applicability to the organization's books of account;
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities;
- Assist with program, project and proposal budgeting;
- Prepare and negotiate the annual indirect cost rate proposal with the cognizant agency.
- Prepare financial reports for submission to State Controller and other government agencies (e.g., annual FTR, annual compensation survey, 1099/1096)
- Oversee operation and implementation of finance-related computer applications (e.g., Quickbooks, timekeeping).
- Manage vendors and relationships with outsourced support functions (e.g., financial institutions, payroll provider).

#### *Human Resources Management*

- Ensure District compliance with applicable federal, state, and local employment laws, policies, and regulations with assistance from the Executive Director.
- Lead the development, evaluation, and maintenance of the Marin RCD's Personnel Manual, Board Manual and HR forms.
- Maintain personnel records.
- Advise the Executive Director on personnel issues, assessing risk and recommending appropriate courses of action.
- Assist employees with interpretation/understanding of personnel policies and procedures and respond to inquiries and concerns.
- Provide updates to staff regarding benefits: training budgets, PTO, Health Reimbursement, etc.
- Verify timesheets.
- Oversee employee onboarding and offboarding.
- Oversee benefits administration, including evaluating benefit offerings, processing employee changes and benefit claims, managing leaves of absence, and drafting HR memos and announcements.
- Coordinate staff training and safety policies and procedures.
- Manage Form 700 Conflict of Interest submittals and Ethics Trainings for Board of Directors

#### *Administrative Operations*

- Oversee risk management, IT, and other administrative operations, including:
  - Liaise with insurance broker (Special District Risk Management Authority), maintaining appropriate insurance coverage and certificates of insurance.
  - In conjunction with an outsourced IT provider, coordinate and track technology needs.
  - Organize office system functions, facilities management, administrative policies, and procedures.
  - Update Marin RCD website with links to agendas, board packets, audits, budgets, compensation information.

### **Required Qualifications, Knowledge, and Abilities**

- A bachelor's 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, human resources, and operational functions of an organization, including staff supervision and performance evaluation.
- Strong conceptual and analytical skills, and systems thinking drawn from experience.
- 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.
- Experience with budgeting and financial forecasting techniques and reports.
- Highly proficient in Quickbooks and MS Office with advanced Excel skills.
- Demonstrated experience in the administration of a contracts/grant 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 experience or level of sophistication.
- Ability to apply sound administrative and financial management knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- Experience with and knowledge of human resources operations; benefits and payroll; and employment laws and regulations governing exempt and non-exempt employees.
- Experience negotiating and administering contracts.
- Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- Comfort and willingness to work with diverse opinions and perspectives in a collaborative, team-oriented work environment.
- Ability to communicate effectively and harmoniously to convey information and instructions to colleagues, Board members, and the public.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

### **Preferred Qualifications, Knowledge, and Abilities**

- A master's degree and/or experience working with a variety of public, nonprofit, and private organizational structures is highly desirable.
- Knowledge of federal award administration.
- Notary services a plus.
- Passionate about the conservation of natural resources.

### **Work Environment**

Work is performed in an indoor setting including:

- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.
- An option to work a 4–10-hour day work week.

### **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, and near and far visual acuity for expansive reading, computer operation, and editing of documents. Driving required for local travel.

**Benefits:**

Benefits include: State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with 10% employer match. The District provides all Marin County holidays, paid vacation, sick leave, medical benefits (health, dental and vision), reimbursement for mileage to work-related site visits (IRS rate). Eligible for annual 3% raises and professional development stipend.

**To Apply:**

Send resume and cover letter to [darrylin@marinrcd.org](mailto:darrylin@marinrcd.org) by Wednesday, June 14, 2023 (5:00 pm PST).

*The Marin RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.*