

## Financial Manager

The Butte County Resource Conservation District is looking for a dynamic financial manager to run the District's day-to-day financial and organizational support operations. A candidate with a background in natural resources, grant administration, and experience working at a special district is preferred. This is a 30-hour-per-week position and allows for remote work two days per week.



### Duties and responsibilities:

- Manage the District's ongoing and future financial operations
- Advise and report to the District Manager and Board of Directors on a wide range of financial matters
- Direct financial management for ongoing grants and grant advances
- Support the financial forecasting and support needed to develop new programming areas consistent with strategic planning
- Lead the annual audit process, coordinating with outside auditor
- Fulfill monthly, quarterly, and/or annual reporting requirements to funding agencies
- Administrator payroll, benefits, and human resources needs
- Track safety and human resources training and new requirements
- Support the recruitment, hiring, and onboarding process for new staff
- Track and assist with employee performance reviews
- Maintain personnel files, grant files, and contracts/ agreements
- Monitor and update insurance policy as needed
- Maintain and recommend updates to the District's policy and Injury and Illness Prevention Plan (IIPP)
- Support board meetings, public meetings, and workshops, including preparing documents, reports, notifications, and recording of minutes.

### Qualifications:

- 3+ years of experience in organizational financial management (special district or similar natural resource-focused organization preferred but not required)
- Undergraduate or graduate degree in Accounting or Business administration or equivalent education and experience preferred.
- Excellent written, verbal, and interpersonal communication skills
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Programs, Quickbooks Online, Google Suite, Zoom, Adobe Acrobat, and financial reporting applications.
- Background Check and CA drivers licenses required

### Benefits Include:

Competitive wage compensation (\$31-\$36 per hour based on experience and education), paid vacation, paid holidays, CalPERS 457 plan, and health benefits package.

### To Apply

If you are qualified and motivated, email your letter of interest and resume to: [bcrcd@carcd.org](mailto:bcrcd@carcd.org). This position is based in our Chico, CA office and allows for remote work two days per week.