



The Feather River Resource Conservation District (RCD) is a Special District in Plumas County, California. We provide assistance to farmers, ranchers, foresters, and other landowners with techniques to manage the natural resources on their properties, as well as up-to-date scientific and technical information. Our mission is to advocate resource conservation through education and collaborative efforts with willing landowners and organizations that promote economic and ecological sustainability.

Feather River RCD is a grant-funded organization, having received support from the Sierra Nevada Conservancy, Department of Conservation, US Forest Service, and the Department of Transportation, among others. Currently, the Feather River RCD is working with Sierra Nevada Conservancy and Plumas National Forest, as well as other partnering organizations, on the Moonlight Fire Area Restoration Project. Feather River RCD also manages a Wetland Conservation Area in Crescent Mills owned by the Department of Transportation and is actively planning other forest health and agricultural programs and projects.

The Position: **Operations Manager**

We are seeking a professional with experience in or knowledge of accounting, bookkeeping, federal and state grant administration/reporting, and operations to help manage the day-to-day business of our District. Since we are a small team, the position will include a variety of roles, including human resources and compliance. The ideal candidate will have experience in all these fields but given the diverse nature of the role, we are also open to candidates that are willing to learn some of these disciplines on the job.

Primary roles – Bookkeeping/accounting, banking, HR, grant administration and compliance

Location – Quincy, CA

Travel – Occasional travel may be required

Compensation – starting at \$15 to \$20/hour, dependent on experience

This position starts at part-time, with potential to reach full-time

Job Description

Responsibilities may include all or some of the following:

- Manage the books of a grant-funded Special District including but are not limited to Profits and Loss statements, balance sheet, cash flow, budgeting, and expense and income tracking.
- Coordinate with CPA firm on tax preparation and financial audits annually.
- Set up and manage a system to track all grant-related revenue and expenses (currently using Quickbooks).
- Prepare financial reports for grant funders that detail the uses of funds and request budget modifications and extensions as needed.

- Implement and manage internal processes and controls to be in compliance with Special District regulation, as well as federal and state grant requirements.
- Lead the development of impact reports annually.
- Prepare monthly financial reports for Board of Director approval, including:
 - o Bank statements
 - o Financial statements (by grant and by expense category)
 - o Audited financial statements annually (in collaboration with CPA firm)
- Complete and file required financial, labor, and other annual reports with state and federal agencies.
- Manage human resource tasks such as tracking payroll, implementing District policies, researching and implementing healthcare and retirement plans, assist with employee evaluations, etc.
- If there is interest, we would also welcome help with any of the following: grant writing, communications, social media, marketing, web content, program development, etc.

Requirements You have a(n)

- Bachelor's degree
- Understanding of basic accounting and Generally Accepted Accounting Principles (GAAP)
- Ability to work with CPAs on tax prep and financial audits
- High level of proficiency with Microsoft Excel
- High level of proficiency with Quickbooks, or comparable accounting software
- Ability to learn on the job and take initiative to implement new policies, processes, and technologies
- Passion for the environment and excitement for the RCD mission

You are

- Detail oriented and incredibly organized
- Always on time, if not early, with your work – you never miss a deadline
- A fast learner who takes initiative
- Comfortable with open-ended assignments and wearing multiple hats

Bonus if you have

- Experience with financial reporting and compliance for state and federal grants (such as uniform administrative requirements, cost principles, and audit requirements)
- Experience setting up and managing internal controls
- Experience with budgeting and expense approvals

- Familiarity with Special District nonprofit compliance and reporting
- Experience in human resources – setting up payroll, implementing policies, researching and implementing healthcare and retirement plans
- Ability to read and understand legal documents such as loan agreements

This position may also include tasks related to RCD project development and management.

How to Apply

Please send cover letter and resume including 3 professional references to featherriverrcd@gmail.com. We will be reviewing applications on a rolling basis with the goal of an early April start date.

FEATHER RIVER RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE FEATHER RIVER RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.