



Finance & Operations Manager

- Location:** BYLT office in Grass Valley, CA; work from home flexibility available
- Hours:** 30 - 35 hours per week; non-exempt, hourly employee
- Reports To:** Executive Director
- Supervises:** No direct reports
- Salary:** \$26 - \$30/hr; benefits include employer paid health insurance, 403b with employer match, generous vacation and paid time off, 16 holidays per year, and flex work schedule
- Deadline:** Open until filled, application closes February 18, 2022

Summary

Bear Yuba Land Trust (BYLT) is hiring a Finance and Operations Manager to fill a key role in the organization, with principal responsibility for the systems and processes that support a dedicated and collegial staff committed to a common mission. Core responsibilities include ensuring that BYLT maintains an accurate and organized financial management system, complies with legal requirements, provides reliable data, and supports realistic projections of revenues and expenses. The Finance and Operations Manager will work closely with the Management Team to maintain an infrastructure that supports each other's ability to work efficiently on grant and program development, implementation, and evaluation. The Finance and Operations Manager will work to enhance internal systems to optimize productivity and minimize risk, and will provide program support to further BYLT's mission.

Primary Responsibilities

- 1) Financial Management
 - Responsible for the accounting and bookkeeping process, including cash receipts and disbursements, accounts receivable and payable, payroll, fixed assets, banking and fund balances
 - Prepare timely and accurate accounts receivable, accounts payable, maintenance of the general ledger and monthly account reconciliations. Responsible for twice a month payroll for 9 staff.
 - Prepare, track, forecast, and manage the organization's budget.
 - Prepare monthly and quarterly financial statements.
 - Prepare and file timely and accurate payroll tax deposits, payroll tax returns and Form 1099s.
 - Manage annual external audit process & 990's, (consolidated audit, separate 990's).
 - Prepare and implement finance policies and procedures to include risk management and internal controls.
 - Manage release of restricted funds for projects and grants.
 - Act as staff liaison to the Board Finance Committee.
 - Operate as a primary or secondary contact person (as appropriate) for agents, contractors and vendors that include insurance carriers and financial institutions

- 2) Human Resources
 - Coordinate elements of BYLT's human resources function including implementation of employee benefits and compensation, health insurance, retirement account, payroll, timesheets and yearly compliance of employee onboarding and training
 - Update and maintain the employee handbook
 - Support professional development plans for all employees
 - Work with payroll processing company and oversee internal time tracking
- 3) Operations
 - Coordinate with Administrative Manager and Management Team to support facilities, operations, systems, and IT management
 - Maintain appropriate, affordable insurance for business, directors and staff
 - Assist with the reaccreditation process with Land Trust Alliance and ensure ongoing compliance with Land Trust Alliance Standards & Practices
- 4) Other
 - Participate as a member of the Management Team
 - Participate in staff and Board meetings
 - Other duties as assigned

Required Qualifications

Personal qualities and professional capabilities must include the following:

- Relevant previous experience in nonprofit finance and operations including bookkeeping, financial grant management, and project budgeting with small or medium sized organizations
- Familiarity with accounting software (QuickBooks Online), timesheet system (QuickBooks Time), and donor management software (Salesforce)
- Practical knowledge of employment regulations at the state and federal level
- Strong written and oral communication skills; articulate and comfortable making presentations to the Board of Directors and donors
- Time management skills that balance flexibility and responsiveness with adherence to deadlines
- Record of integrity, discretion, confidentiality, and ethical decision-making
- Ability to work independently with a high level of accountability and attention to detail
- Strong interpersonal skills, diplomacy, patience, and a sense of humor
- A commitment to excellence, teamwork, continuous learning and creativity
- Undergraduate degree in Finance, Accounting, Non-Profit Management, or related field is preferred. Work experience can substitute for degree.

Additional Qualifications: Candidate must be able to thrive within a small nonprofit office environment and demonstrate a passion for BYLT's mission.

How to Apply:

Interested applicants should submit a cover letter, resume, and three professional references via email to info@bylt.org. Application reviews begin immediately with a tentative close on February 18, 2022.

Bear Yuba Land Trust is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. Multiple perspectives and experiences help strengthen

our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.