



JOB DESCRIPTION

JOB TITLE: Director of Finance and Administration
DEPARTMENT: Finance and Administration
REPORTS TO: Executive Director
SUPERVISES: IT Consultant, Accounting Consultants

Created 2/2020

POSITION SUMMARY:

The Sacramento Tree Foundation seeks a strong advocate for the urban forest that is knowledgeable about issues related to non-profit finance and administration. The organization has a budget of \$3,000,000, several complex contracts and grants, over 30 staff, and needs support in maintaining fiscal stability and a vibrant workplace. The Director of Finance and Administration will be a stabilizing force for the organization, ensuring that best practices are followed and helping to chart a smart path toward a sustainable future.

The Director of Finance and Administration is a hands-on position and a key member of the staff's Executive Team to provide leadership for the Tree Foundation. They are responsible for directing the fiscal function of the organization in accordance with GAAP for nonprofit organizations and the federal compliance, reporting and auditing related to grants, contracts and other income streams. They are responsible for the overall operation and successful function of finance/accounting, human resources, administration of personnel policies, benefits structure and administration, grant management, risk management, and office administration. They work closely with the Executive Director, program managers and the Finance and Audit board committees.

PRINCIPLE DUTIES:

Accounting

1. Coordinates the timely preparation of the annual budgets for approval by the Board of Directors. Collaborates with department directors on ongoing monitoring of budget to actual results. Reports on performance relative to budgets.
2. Maintains a system of internal controls over the Tree Foundation's financial affairs to safeguard financial assets of the Tree Foundation and for its effective management by senior and departmental management.
3. Assures compliance with all local, state, and federal regulatory agencies in the areas of non-profit management and ensures fiscal compliance with all regulations affecting grants and government contracts. Serves as liaison to regulatory agencies as needed to coordinate financial activities and compliance.
4. Facilitates a fiduciary reporting relationship with the Executive Committee of the Board of Directors and its Chairperson.
5. Applies advanced knowledge of general and nonprofit accounting principles.
6. Ensures accuracy, integrity, and credibility of all accounting records and financial statements.
7. Oversees month-end closing and reviews account analyses, entries and journals to ensure proper recording of income and expenses.
8. Submits monthly financial statements with analysis of budget to actual results to Board Finance Committee and Executive Director.
9. Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved, compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information. Ensures timely annual filing requirements of federal and state information returns and statements.
10. Ensures accurate tracking and accounting of grant and contract funds received and expended.
11. Oversees the accounting consultants.

Human Resources

1. Ensures the accurate, timely processing of payroll.
2. Evaluates and recommends personnel policies and procedure changes to the Employee Handbook in accordance with the organization's changing needs and state and federal laws.
3. In conjunction with the Executive Team, maintains fair, uniform and consistent personnel administration in accordance with the provisions of the Employee Handbook and the law.
4. Evaluates and recommends salary ranges for organization and provides recommendations to the Executive Team on annual cost of living adjustment and non-profit fair pay analyses.
5. Ensures prompt and complete annual staff evaluation process.

6. Leads employee benefits administration and compliance, including insurance programs (medical, dental, life, etc.), and 403b plan. Includes managing enrollment, recording and payment of employee and Tree Foundation retirement contributions, non-discrimination testing, annual plan reviews and communications.

Administration

1. Oversees relationships with insurance brokers and the annual comprehensive business insurance review process to ensure appropriate assessment and analysis of Tree Foundation risk versus coverage and costs. Recommends insurance policies and levels of coverage.
2. Ensures compliance with ERISA, including annual reporting and audits.
3. Oversees the organization's liability insurance program.
4. Coordinates facility's needs (office and yard), supports office technology needs, office management, etc.
5. Oversees the IT consultant.

JOB QUALIFICATIONS:

EDUCATION: Bachelor's degree in accounting or closely related field, or an equivalent combination of education, certifications and experience.

EXPERIENCE: A strong financial and accounting background, with specific knowledge of financial reporting, planning and internal control systems, cash management and general accounting activities is required. Minimum five years of experience with payroll and benefits administration. Experience in grant and project accounting and reporting is required. Non-profit audit experience is preferred.

SKILLS: Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Excellent written and verbal communication skills. Superior ability to multi-task and meet deadlines. Attention to detail, creativity, and willingness to try new things is a must.

TECHNICAL SKILLS: Robust knowledge of QuickBooks, proficient with Excel and Salesforce, comfortable with TSheets.

TEMPERAMENT: Enjoy working with people, able to work as a supportive team member and take leadership initiative. The ideal candidate for the position will have a passion for our mission and a commitment to excellent customer service.

SUPERVISORY RESPONSIBILITIES:

IT Consultant and accounting consulting team.

WORKING CONDITIONS:

In limited instances, this role will be required to work nights and weekends. In-office work is the predominant exposure for this position, though in very limited instances may need to be outdoors.

COMPENSATION:

The Tree Foundation offers a pay scale that is competitive with similar roles across the region and holds annual reviews with opportunities for raises commensurate with performance. This is full time, at-will, exempt position. Excellent benefits including health care, dental and vision care coverage, paid holidays, vacation and sick leave. Paid holidays, vacation time and sick time provided. The salary for this position will be determined based on experience.

Sacramento Tree Foundation Mission Statement:

Grow thriving communities through stewardship of our urban forest.

To apply, email a resume and cover letter to hr@sactree.com

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT