



CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249
info@CalaverasRCD.org

Title: Operations Manager

Reports to: Board of Directors/Executive Director

Position Summary: The Operations Manager is responsible for overseeing all agency finance and accounting functions including project oversight, cash flow management, grant allocation, preparation of monthly and year-end financial reports, audits, and payroll. The Operations Manager ensures compliance with changes in accounting standards and reporting requirements. Other significant responsibilities include human resources support to the Leadership Team and fiscal support for all grants and contract monitoring reviews. All activities should be performed in a timely and accurate manner, with a high level of quality and customer service.

Summary of Job Responsibilities:

- Oversee Project Management
 - Oversee Project Bidding and Contracting Procedures
 - Oversee Project Implementation with Project Coordinator and Managers
 - Support Project Coordinator and Managers on budget management
- Oversee Accounting Operations
 - Manage accounts receivable
 - Manage accounts payable
 - Reconcile bank accounts
 - Prepare cash flow projections, analytics & forecasts as needed
 - Perform cost allocations across grants & functional expense categories
 - Track restricted vs unrestricted funds
 - Manage support staff as needed
 - Maintain database of fixed assets & calculation of depreciation expense
- Payroll
 - Prepare monthly and semi-monthly payroll
 - Support Directors and staff with payroll system

- Reconcile and track benefits – paid time off accruals, retirement contributions
- Complete all required payroll tax deposits
- Report Preparation
 - Prepare monthly and annual reports to the Board of Directors, including:
 - Balance Sheet, Budget to Actual Profit and Loss Statement, Check Detail, Deposit Detail and other reports as needed.
 - Prepare & submit all payroll reports
 - Prepare grant reports as required by funders
- Audits Coordination & Tax Return Preparation
 - Coordinate with and support independent auditors for preparation of Audited Financial Statements including:
 - Reconciliation of all financial accounts
 - Preparation of support schedules as needed
 - Evaluation of recommended adjusting journal entries
 - Oversee worker's compensation & payroll audits as needed
- Administrative Functions
 - Manage liability and other insurance policies
 - Problem solve administrative matters such as billing errors and service problems.
 - Assist Program Directors with budget analysis & best practices for compliance with state and federal laws
 - Recommend continual process improvements for all tracking & reporting functions
- Human Resources
 - Assist with all new staff hired
 - Wage and hour law compliance
 - Management of benefits and paid time off policies and programs
 - Recruit, hire, train, support and evaluate staff supervised by this position

Skills Required:

- QuickBooks
- Excel

Job Requirements for all Staff:

- Maintain confidentiality of those you work with and other staff members
- Be prompt in arriving at work sites, meetings, and workshops
- Submit accurate (pre-approved) invoices at the end of each pay period
- Attend and participate in staff meetings
- Assist other staff in meeting deadlines

The job description covers major job requirements and is not meant to be the only source for what activities this position might be expected to assist with. There may be other duties as assigned. This position requires interaction with administrative staff and the public.

Pay:

- \$30-45/ hour depending on education and experience
- 15-30 hours a week depending on availability and project needs.

Benefits:

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCD Personnel Policies.
- No health care is provided at this time.

To Apply

Please send resume, cover letter, a brief writing sample, and two references to mcole@calaverasrcd.org. Applications will be accepted until the position is filled.

Accepting applications now with position to be filled in September.

A skills test will be administered during the interview.