# ESF.logo.final.jpgElkhorn Slough Foundation

*Conserving and restoring Elkhorn Slough and its watershed*

Elkhorn Slough is an extraordinarily rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. The Elkhorn Slough Foundation (ESF) is a mature non-profit organization and a nationally accredited Land Trust dedicated to conserving and restoring the Elkhorn Slough and its watershed.  ESF has directly conserved over 4,200 acres of land and waters in the Elkhorn Slough watershed. The Foundation works closely with the California Department of Fish and Wildlife and the National Oceanic and Atmospheric Administration (NOAA) as a partner in the Elkhorn Slough National Estuarine Research Reserve. ESF’s office is located at the Elkhorn Slough Reserve in Royal Oaks, and we have adopted a hybrid in-office and remote work schedule.

**Job Description: Finance and Operations Director**

The Finance and Operations Director (“Director”) is a full-time exempt position reporting to the Executive Director and works closely with the Board of Directors, management team, and staff. The Director is the most senior finance position at ESF and is responsible for the planning of business operations including finance, information technology, human resources, and risk management. Additionally, the Director supervises the Bookkeeper, Operations Manager, and Grants Manager. The Director works closely with the Executive Director and Associate Director to develop best practices, policies and procedures, and promote a positive work environment.

Responsibilities include, but are not limited to, the following:

**Finance Management**

* Oversee finance function for the organization, including; Accounts Payable, Accounts Receivable, credit card records, and other cash receipt and disbursement activities
* Review and approve reconciliations of bank account, credit, and investment statements monthly
* Review payroll for accuracy and serve as back-up for payroll processing
* Implement internal controls and procedures to maintain GAAP and public grant fund compliance
* Prepare, review, and distribute internal financial reports to committees and Board of Directors
* Prepare annual budget with input from all departments, and monitor fiscal activity throughout the year
* Process and review reports for philanthropic, state, and federal grant activity and track restricted funds
* Work closely with Grants Manager to reconcile grant billing
* Coordinate with external investment managers to develop reporting schedule
* Prepare financial reports for Board of Directors, staff, and funders
* Serve as the lead for the annual audit and provide 990 information for tax preparation
* Coordinate with CPA to lead the Finance and Investment Committee
* Responsible for general ledger account reconciliations, including journal entries

**Human Resources**

* Coordinate benefits administration and annual open enrollment with Operations Manager
* Oversee organization’s 403(b) plan with assistance from Operations Manager
* Working with Associate Director, manage hiring and separation processes
* Act as organization liaison with external HR Consultant
* Dedicate time to meet with employees regarding concerns in all HR-related matters and document conversations thoroughly
* Advise supervisors/managers in HR action related matters as needed
* Maintain legal compliance in all areas, monitor new labor laws, and work with Executive Director and Operations Manager to update Employee Handbook
* Coordinate staff trainings, develop job descriptions, and employee evaluation process
* Maintain records and information with confidentiality
* Maintain personnel files and safeguard employee data

**Information Technology**

* Coordinate with contract IT team to manage offsite backup and maintain anti-virus software
* Assign training opportunities for staff that identify security risks and mitigate threats

**Risk Management**

* Coordinate with insurance carriers to secure competitive pricing for insurance policies and establish best practices to reduce risk
* Serve as Safety Officer for the organization

**General**

* Attend Board meetings, prepare meeting materials, and record meeting minutes
* Office management and supervise/coordinate activities of the admin team
* Maintain best practices and organizational compliance with Land Trust Alliance accreditation standards

**Qualifications**

* B.A. or B.S. in Business, Accounting, Organizational Management, or equivalent
* A minimum of five years’ experience in a mid to senior level financial position, with a non-profit organization
* A minimum of five years of experience in Human Resources, and in a management capacity
* Advanced experience using QuickBooks and fund accounting
* Advanced aptitude with Microsoft Office suite
* Accounting knowledge
* Experience with managing and reporting a $5-7 million annual budget
* Excellent interpersonal and team building abilities
* Ability to train supervise, motivate, and mentor staff
* Strong project management skills, and flexibility in responding to competing priorities

**Requirements**

* Valid California driver’s license and clean driving record
* Successful completion of a background check
* Occasional evening and weekend work as needed, with notice provided by supervisor

**Compensation**

ESF offers a starting salary in the range of $100,000-120,000, commensurate with experience.

**Benefits**

Elkhorn Slough Foundation offers a competitive benefits package to employees, including generous employer contributions to health, dental, and vision benefits, and life insurance. In addition, we offer TIAA 403(b) retirement plan benefits with a 5% employer contribution, a flexible health spending account, paid holidays and sick time, and two weeks’ paid vacation.

To apply, ***click here*** to upload your cover letter and resume.

*The Elkhorn Slough Foundation is an equal opportunity employer. We encourage individuals from all backgrounds, including BIPOC and LGBTQ+ communities, to apply.*