

## Office Manager

Background: The Northwest California Resource Conservation & Development Council staff works with a wide variety of people and agencies throughout northwestern California to improve and restore salmonid habitat and improve water quality/quantity and undertake community development projects. The Office Manager fills the critical role of administering the day to day operations so that the Council can accomplish projects and execute programs smoothly and efficiently while complying with numerous fiscal, human resource, and other policies. The Council prides itself on providing flexible work schedules once orientation and training are complete and is committed to a friendly work environment.

Brief Position Description: The Office Manager works with accounting staff, Program Manager, and Director to oversee the Council's business and grant management accounts and files, expenditure and income agreements, human resources, public relations, Council Board of Directors, and assists the Accountant with administering finances. The Office Manager: organizes and oversees all files and records necessary to conduct Council operations and is the main point of contact for business activities; executes recruitments for staff positions as well as the hiring process; manages human resources policies and is the primary point of contact for generic staff questions; coordinates with project lead staff to ensure all requirements and Council policies are adhered to and oversees timely submission of funder invoices and reports; plans and coordinates Council Board of Directors meetings; and assists with development of the Council budget and strategies. All of this is done in coordination with accounting staff, Program Manager, and Director, funders, and Board of Directors in order to ensure timely, cost effective, and sustainable operations. Office Manager works under the direction of the Program Manager and Director and may assist with supervising administrative support staff and interns.

### Responsibilities:

- Participate in regular management meetings with Director, Program Manager, and accounting staff to discuss Council finances and resource considerations in order to facilitate smooth project, program, and broader planning efforts.
- Maintain a list of current Board Directors, including Officers and contact information (updated annually and as needed) and manage day to day communications.
- Plan, prepare, and execute Council meetings (3 each year), including: communicate with Board Directors to confirm the date and ensure a quorum; prepare and distribute an agenda; and take meeting minutes.
- Maintain Council files and records according to established systems, including: ensure records are complete and accurate; identify and correct data gaps; ensure adherence to Council records retention and other pertinent policies; manage correspondence; and route documents for review and signature.
- Assist Program Manager, Director, and other staff during the development of proposals for new funding so that Council business costs and requirements are accommodated by proposal budgets and scopes of work.
- Ensure the Council's grant management and related accounts are up to date in coordination with accounting and management staff.
- Review new and route grant agreements and enter into the Council financial database to ensure tracking of all key information, including requirements for invoicing, insurance, and records retention.

- Maintain the robust contracts management system including: draft expenditure agreements using templates to ensure compliance with funding source requirements; and route, ensuring all required documentation is received.
- Perform the monthly bank reconciliation to ensure transactions are properly tracked .
- Stay informed of human resources regulations on both the state and national level and ensure that the Personnel Policy & Employee Handbook is compliant.
- Execute recruitments for staff positions including: advertise open positions; communicate with prospective candidates; schedule and assist with conducting interviews; administer the hiring process and introductory orientation.
- Oversee administrative support staff such as Office Assistants and Student Interns, and assist the Accountant with oversight of Account Clerks.
- Update and maintain key documents using Council spreadsheet templates such as timecard; travel report forms; and pay day/holiday schedule.
- Assist off-site staff with entering timecard data into the Council financial database.
- Assist with public relations: field general public inquiries and ensure the Council website is kept up to date.
- Assist project lead staff in the preparation of brief project progress reports as requested.
- Assist in the preparation of presentations or education materials as requested.
- Attend meetings related to assigned projects or relevant topics as requested.
- Maintain well stocked office supplies and assisting the IT Specialist and other staff with procurement of information technology materials, equipment, and services.
- Other duties as assigned.

#### Minimum Requirements:

- Education/experience: High School diploma and 3 years of experience in managing an office, preferably for a nonprofit; Associate's degree in any field and 1 year of experience in managing an office, preferably for a nonprofit; or Bachelor's degree in any field or graduating within a year.
- Adaptability to complex and changing conditions and ability to troubleshoot.
- Excellent organizational skills and ability to prioritize and meet work deadlines both for grants/projects and Council internal requirements.
- Ability to understand state, federal, and local rules pertaining to grant management as well as all Council policies.
- Detail oriented and ability to maintain meticulous records.
- Proficiency in Microsoft Office Excel and Word.
- Ability to communicate – both verbally and in writing – clearly and concisely in a timely manner and productively work with co-workers, regulatory agencies, funders, Board Directors, and project stakeholders. This includes the ability to understand and be responsive to their input.
- Self-motivated and able to work independently and responsibly in the absence of direct supervision – including tracking and timely completion of tasks after initial assignment.
- Valid driver's license, good driving record, and minimum level of vehicle insurance coverage as required by the Council Personnel Policy & Employee Handbook.

- Willingness to travel long distances as necessary to perform duties and participate in meetings, which is very infrequent and only rarely requires overnight stays.

Desired Qualifications:

- Education/experience: Bachelor's degree in any field or graduating within a year and 1 year experience in managing an office, preferably for a nonprofit.
- Experience managing grants and other funding sources used to implement restoration and community development projects.
- Proficiency in Adobe Acrobat and Microsoft Access.
- Familiarity with Quickbooks.
- Basic bookkeeping skills or ability to understand financial statements.
- Experience working cooperatively with a broad array of stakeholders, regulatory agencies, contractors, and consultants.
- Strong writing skills sufficient to prepare clear and succinct non-technical reports.
- Experience in preparing presentations.
- Interest in facilitating conservation, restoration, and/or environmental stewardship.

Nature of Position: Part time employment. If funding permits and additional duties are available, selected candidate may start part-time and move into full time, in accordance with the Council Personnel Policy & Employee Handbook.

Salary Range: based on relevant experience and education. If employees advance to full time status, the Council offers a generous benefits package.

Work Station: Northwest CA Resource Conservation & Resource Development Council Office in Weaverville, CA. Infrequent remote Council meetings may require extended travel to nearby counties.

Further Information about the Northwest California Resource Conservation & Resource Development Council can be accessed at <http://northwestcarcdc.org>.