



EMPLOYMENT OPPORTUNITY

Director of Finance and Administration

Reports to Executive Director

Position summary

The Director of Finance and Administration is responsible for the overall fiscal management of the Sacramento Tree Foundation. Working closely with the Executive Director, program managers and the Finance and Audit board committees, the Director of Finance and Administration oversees and ensures the successful functions of finance/accounting, grant management, risk management, payroll and office administration. The Director of Finance and Administration ensures federal compliance, reporting and auditing related to grants, contracts, and other income streams.

This position requires a professional with a solid foundation in all aspects of nonprofit finance and administration and the ability to oversee a budget of \$3,000,000 and multiple contracts and grants; ensure compliance, reporting and auditing of all income streams in accordance with GAAP for nonprofits; perform all payroll functions; and maintain fiscal stability in a vibrant workplace. The Director of Finance and Administration plays a key role in assisting the Tree Foundation in charting a smart path toward a sustainable future.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at www.sactree.org.

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 and manages 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. Ensures accuracy, integrity, and credibility of all accounting records and financial statements.
6. Manages month-end closing including creating account analyses, entries, and journals to ensure proper recording of income and expenses.
7. Submits monthly financial statements with analysis of budget to actual results to Board Finance Committee and Executive Director.
8. Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved, compliance standards 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.
9. Ensures and manages accurate tracking and accounting of grant and contract funds received and expended.
10. Ensures the accurate and timely processing of payroll.

RISK MANAGEMENT/ADMINISTRATIVE

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.
2. Recommends insurance policies and levels of coverage.
3. Ensures compliance with ERISA, including annual reporting and audits.
4. Oversees the organization's liability insurance program.

Qualifications & experience

- Education: Bachelor's degree in accounting or closely related field
- Experience: 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 auditing experience preferred.
- Class C driver's license and clear driving record

Required Skills

- Superior attention to detail and accuracy
- Ability to multitask and meet deadlines

- Robust knowledge of QuickBooks, proficiency with Excel and Salesforce, and working knowledge of Payroll processes.
- Excellent written and verbal business communication skills and cultural competency in interpersonal interactions
- Ability to work independently, take leadership initiative, and work collaboratively with a team
- Commitment to our mission excellent customer service

Supervisory responsibilities

This position has no direct supervisory responsibilities.

Working conditions

Ability to sit for extended periods of time. Ability to lift 30 pounds. This position primarily involves working at home or off-site with occasional on-site work one to days per week (hybrid). All work must be performed in the state of California.

Compensation

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a full-time, at-will, exempt position. Pay range is \$75,000 to \$100,000 annually, plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 14 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

Application procedure

Email resume and cover letter to hr@sactree.org

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information,

gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.org or (916) 924-8733.