



JOB DESCRIPTION

Fiscal Manager (Part-time/remote)
Compensation: \$34.83/hr

Grant funded position

NCRCT seeks an enthusiastic, pragmatic, organized manager who can excel in administrative tasks. This position will oversee administrative tasks, (outlined below) for both the Humboldt and Del Norte offices.

RESPONSIBILITIES:

Under the direction of the Executive Director (ED), the Fiscal Manager is responsible for providing overall review, planning and coordination of agency's administrative and fiscal operations and is accountable for control of these resources once approved by the Executive Director and Board of Directors and in support of the agency's mission.

SPECIFIC DUTIES:

- To assure that accounting records are kept in accordance with generally accepted accounting principles.
- To produce and sign fiscal reports, grant modifications and progress reports where appropriate.
- To prepare agency budgets and cash flow projections monthly for review by ED and Board.
- To coordinate annual agency wide audit and assist in its process.
- To work closely with the Board and act as Treasurer as a non-voting Board member.
- To oversee and/or prepare payroll and file payroll tax returns.
- To review and/or reconcile monthly bank statements.
- To prepare periodic financial reports in accordance with funding source requirements.
- To verify that bank deposits are made.
- To update allocation plans as needed for fiscal/admin staff
- To support fiscal/admin staff as needed.
- To attend staff meetings.
- To attend appropriate trainings when possible.
- To update and maintain the accounting manual and procedures.
- To stay current with changing federal/state requirements and integrate the changes in fiscal records.
- To evaluate fiscal/administrative staff (with ED).

QUALIFICATIONS:

- B.A. in accounting or business management or five years progressively responsible successful experience in accounting or business management with at least three years in a non-profit setting.
- Experience in working with government guidelines and regulations; CalOES grant management preferred.
- Knowledge of generally accepted accounting principles and federal/state legislation affecting non-profits.

Ability to perform a wide range of accounting tasks including general bookkeeping, accounts payable and receivable, payroll processing, project/grant management and auditing.
Proficient in Microsoft Office Software and QuickBooks.
Ability to translate financial concepts to and effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
Ability to work independently and in cooperation with others, in an organized, self-motivated, efficient manner.
Dedication to North Coast Rape Crisis Team's mission, vision and values.
Be able to attain appropriate clearance of a DOJ background check.
Must have unlimited access to an insured vehicle and valid driver's license.
Conduct, appearance, and work performance of professional quality.
Ability to be bonded.

PHYSICAL REQUIREMENTS OF JOB

All of the job functions above, to a greater or lesser degree, involve the following physical demands: sitting, walking, stooping, occasional reaching overhead, pushing and or pulling, lifting up to 25 lbs., constant repetitive motions, close vision, hearing/listening, and clear speech.

MENTAL REQUIREMENTS OF JOB

All of the job functions above require complex reading and writing, clerical, perception/comprehension, math skills, (good) judgment, decision-making, and ability to manage exposure to periods of stress.

BENEFITS

Pro-rated health, dental, vision and life insurance (pending approved applications) available after 2 months, paid holidays, sick leave and vacation. 401(k) by employee contribution. Other benefits as required by law are State Unemployment Insurance, Worker's Compensation, Social Security and Medicare Contributions.

EQUAL OPPORTUNITY AGENCY

NCRCT values a diverse workplace and strongly encourages applications from Folx who Black, Indigenous are, People of Color, LGBTQ+, Trans, Queer, Non-Binary, Disabled, Immigrants, Veterans, System-Impacted, Parents, and anyone who has experienced systemic oppression and/or gender-based violence. Applicants with bilingual skills in Spanish, Hmong and/or ASL are strongly encouraged to apply.

Please note that in an ongoing effort to reduce risk of COVID exposure in the workplace, all employees and volunteers must be fully vaccinated unless there is a medical or religious reason one should not receive the vaccine.