



Audubon CALIFORNIA

POSITION DESCRIPTION

Director of Finance, Audubon California

The mission of Audubon California is to conserve and restore California's natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. By connecting people with nature, Audubon California will be a leader in creating a powerful California voice for the environment, deeply rooted in and broadly drawn from all parts of our population.

Summary of Position

The Director of Finance is a hands-on position overseeing all aspects of finance, budgeting, grant and contract management and reporting for Audubon California. The Director will assist and guide program managers at our Sanctuaries and Centers around the state on issues related to finance, budgeting and grants and contracts.

The Director will help the Senior Management Team make critical decisions regarding financial and budgetary issues and help ensure that managers have the tools needed to lead their programs. S/he will be responsible for preparing materials and presenting to the Audubon California board on finance issues.

The Director will also be responsible for working closely with Audubon's national office and ensuring that Audubon California has systems in place to ensure compliance with Audubon finance policies and practices.

This is a full-time position.

Primary Duties

Provide financial analysis, accounting support, and reporting guidance for all Audubon California programs.

Assist in preparation of annual and long-term operating budgets and monitor and evaluate on a monthly basis actual performance versus budget.

Work with staff to negotiate and finalize public grants and contracts. Administrator will work to seek internal approval for grants and contracts in order to secure review and signature. Help ensure that the program complies with terms of the grants and contracts and has the recordkeeping systems in place to meet terms of the agreement.

Maintain, track and file all grants and contracts in progress and maintain files of executed documents.

Work with staff in maintaining financial schedules for grants and contracts and ensure that progress and final reports are completed in a timely manner. Provide financial elements of such reports. Ensure that payments are requested and paid under the terms of the grants and contracts.

Work closely with National Audubon Society finance staff to build strong financial systems and practices at Audubon California.

Work closely with the Development Team to track and project annual contributions.

Requirements:

Bachelor's degree in accounting or related field.

At least 5 years of experience in relevant accounting and administrative position dealing with grants and contracts, including relevant experience at a nonprofit organization.

Must be extremely proficient with Excel and Quickbooks and be able to quickly learn internal Audubon accounting and donor software (mostly web-based). Must also be fluent in internet use.

Experience in managing federal and state grants.

Demonstrated leadership in developing and implementing creative administrative systems and solutions.

Experience handling a large number of projects at once.

A keen attention to detail.

Good organizational skills, demonstrated initiative, flexibility, creativity, sound judgment and a positive attitude.

Commitment to Audubon California's mission.

To Apply:

Please send a cover letter and resume electronically to: Susan Lewis at slewis@audubon.org and Graham Chisholm at gchisholm@audubon.org.

Audubon promotes a diverse workplace and is an equal opportunity employer. It is the policy of the National Audubon Society to employ the person best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability (handicap) or marital status.