



**JOB ANNOUNCEMENT**  
**Administrative Manager**  
**Watsonville, California**

Deadline for Applications: April 30th, 2018

**About Watsonville Wetlands Watch:**

Watsonville Wetlands Watch is a non-profit agency, established in 1991, whose mission is to preserve, restore, and foster the appreciation of the wetlands of the Pajaro Valley. Each year our restoration programs reclaim and enhance over 1,000 acres of wetlands and recreational trails throughout Watsonville and the greater Pájaro Valley. Each year our education programs provide dynamic outdoor field experiences for over 3,500 Pájaro Valley youth, and offer free community events, lectures, and tours to thousands of people.

The offices of Watsonville Wetlands Watch are in the Patrick J. Fitz Wetlands Educational Resource Center on the campus of Pajaro Valley High School in Watsonville, California.

For more information on the organization, please visit [www.watsonvillewetlandswatch.org](http://www.watsonvillewetlandswatch.org)

**About the Position:**

The Administrative Manager supports organization's goals by exercising effective control of its financial, human resource, technical, IT and administrative processes.

In reporting to the Executive Director, the successful candidate will be both a hands-on manager and a strategic thought-partner. This is a tremendous opportunity to help sustain and grow a well-respected, high-impact non-profit.

**Job Responsibilities:**

*Financial Management*

- Manage and oversee daily financial activities, including handling cash, creating invoices, processing accounts payable and receivable, and reconciling accounts.
- Analyze and present financial reports in an accurate and timely manner; clearly compute and communicate monthly and annual financial statements; collate financial reporting materials for the Board of Directors, and oversee all financial, project/program and grants accounting functions.
- Coordinate and lead the annual audit process, including meeting with external auditors and the finance and audit committees of the board of directors.

- In conjunction with outside CPA firm, manage annual tax filings.
- Support program managers in the annual budgeting and planning process; review all financial plans and budgets; monitor progress and changes; and keep the Executive Director abreast of the organization's financial status.
- Negotiating the organization's annual federal indirect cost rate
- Manage organizational cash flow and forecasting.
- Update and implement business policies and accounting practices; update and be responsible for the finance department's overall policy and procedure manual.
- Effectively communicate critical financial matters to the Executive Director

#### *Human Resources Management*

- Support recruiting and hiring processes.
- Support the implementation of a comprehensive training program to educate employees regarding workplace safety, policies, and procedures.
- Process bi-monthly payroll for employees.
- Oversee administration of employee benefits (such as health care, retirement) including managing annual policy renewals and new staff enrollment.
- Attend to regulatory compliance and administration.
- Support the organization's goals in professional development, compensation, and benefits.

#### *Coordination with Grant and Development Activities*

- Work with program staff to streamline and implement grant-management process
- Support preparation of grant applications
- Work with program managers and development team to ensure that funders are receiving accurate reports on organization and program-specific budgets.
- Conduct regular reconciliations of donor-development and accounting systems.
- Coordinate the use of the organization's website.

#### *General Operations Management*

- Manage and negotiate insurance policies, including liability, property, workers' compensation, etc.
- Oversee administrative functions and facilities to ensure efficient and consistent operations as the organization grows.
- Participates in program activities, as needed.
- Opportunity to become involved in outreach and communications activities

### **Knowledge, Skills, and Abilities**

#### *Required:*

- BA/BS degree
- Three to five years of demonstrated professional experience with financial and operations management, preferably in the non-profit sector.

- Proven experience and skills in budgeting, planning and delivery of project outcomes and overall program effectiveness.
- Ability to translate financial concepts to – and to effectively collaborate with -- program and fundraising colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and updates; knowledge of accounting software. Demonstrated proficiency with QuickBooks and Microsoft Office Suite. Familiarity with Paychex or other payroll system a plus.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- Ability to set priorities and to exercise analytical problem solving skills which support and enable sound decision making.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external colleagues.
- A multitasker with the ability to wear many hats.
- U.S. citizen or legal right to work in the U.S.

*Work-Specific*

- Valid California driver's license and access to a vehicle for travel to bank, post office, and other work-related duties along with accompanying auto liability insurance.
- Fingerprinting required by Pajaro Valley Unified School District.

*Desired:*

- One to two years working in a non-profit organization in a related capacity.
- The ideal candidate has experience being responsible for the financial reporting and audit coordination for either a small organization, or a division or significant program area or a larger organization, and has overseen a human resources function.
- A track record in grants management.
- Desire for long-term commitment and growth.
- A strong interest in protecting the environment.
- Interest in education and youth development issues.
- Experience working collaboratively in a team environment with successful outcomes.
- Professional, friendly, and enthusiastic personality.

**HOURS AND COMPENSATION:**

This is a part-time, 18-26 hours per week, position located in Santa Cruz County. Salary is commensurate with experience. We offer a generous benefits package including medical, dental and vision as well as vacation, sick, and holidays.

**APPLICATION:** Interested and qualified candidates should provide the following via email to [hr@watsonvillewetlandswatch.org](mailto:hr@watsonvillewetlandswatch.org). No phone calls, please.

- Cover letter describing your interest and qualifications in this position.
- Resume.

*Applicants only. Recruiters, please don't contact this job poster.*

***Watsonville Wetlands Watch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.***