

## **Business Manager/Office Manager**

### **Primary Bookkeeper and Financial Record-keeper**

- Responsible for tracking financial transactions, accounts receivable and payable
- Participates in development of Agency annual budget
- Participates in development of project budgets
- Works directly with auditor in preparation of annual audit
- Ensures agency compliance with applicable governmental and contractual requirements
- Participates in invoicing

### **IT Manager**

- Assists staff with IT issues
- Reviews software purchases for consistency and compatibility

### **Office Manager**

- Purchases office supplies
- Onboards new employees and enrolls employees in healthcare system and other benefits systems and other Human Resources duties
- Tracks healthcare and other benefits for employees
- Oversees all payroll activities and manages timesheets
- Maintains memberships for agency
- Oversees physical office operations and is main point of contact with property manager

### **Knowledge, Skills, and Experience:**

- Proven ability to work independently and as part of a team.
- Highly motivated and self-directing with the skill to prioritize and coordinate workload.
- Excellent organizational, written and oral communication skills.

### **Minimum Qualifications:**

- Five years' experience in bookkeeping and accounting field
- Excellent knowledge of QuickBooks, Excel, MS Office Suite, TSheets, and other software packages applicable to Agency operations.
- Proficiency with word processing, spreadsheets, database software
- Valid California Driver's License

### **Desired Qualifications**

- Public Agency finance experience

**Physical Requirements**

Most work is performed in an office environment. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, and use repetitive motions. The position requires the ability to operate a telephone, computer keyboard, copier, other typical office equipment, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 30 pounds. Once the employee is established in the organization (as determined by the Executive Director), regular remote work is permitted for office duties. Video conferencing capability and an ergonomic set up is required for remote office locations.

**Compensation:** Full-time. **\$52,000 - \$74,880 annual salary**

Excellent Benefits including healthcare and paid vacation

**How to Apply:**

Applications accepted immediately and will be reviewed on a rolling basis

Please send resume and cover letter via email:

Mendocino County Resource Conservation District  
Attn: Stephanie Garrabrant-Sierra, Executive Director

[Stephanie.Sierra@mcrcd.org](mailto:Stephanie.Sierra@mcrcd.org)