



**SMITH RIVER ALLIANCE
JOB ANNOUNCEMENT**

TITLE: OPERATIONS MANAGER
SUPERVISOR: CO-EXECUTIVE DIRECTOR
LOCATION: FLEXIBLE – Del Norte County or Southern Curry County
STATUS REGULAR PART-TIME/FULL-TIME 25 – 35 HOURS PER WEEK

The Smith River Alliance (SRA) is a watershed organization based out of Del Norte County, California. Founded in 1980, the mission of the organization is to provide for the long-term protection, restoration, and stewardship of natural resources in the watershed.

SRA works primarily in the Smith River watershed, which includes the 460+ square mile Smith River National Recreation Area (NRA), Redwood National and State Parks, Lake Earl Wildlife Area/Tolowa Dunes State Park, and in the Elk Creek Watershed.

SRA programs include key strategic forest, wetland and public conservation initiatives. SRA works independently and with partner organizations. In addition, we have a portfolio of restoration initiatives across Del Norte County and we operate Rock Creek Ranch on the South Fork of the Smith River.

Smith River Alliance seeks a motivated and experienced administrative professional to join our team of experienced and highly effective staff to manage the day-to-day operations to ensure the long-term health and sustainability of a non-profit with an annual budget of \$2.5 million dollars.

Summary of Position

The Operations Manager is responsible for general administration, grants management, reporting, and oversight of human resources. The Operations Manager works closely with Project Managers to achieve project success by managing funding awards throughout their lifecycle: from proposals, to grant execution and contracting, to invoicing and reporting, and project closure. In addition, the position oversees Human Resources functions with support of an HR Consultant; ensuring that labor laws and personnel policies are being followed.

Overall, the position involves work with key internal and external partners to ensure that SRA's financial and operational systems are running effectively.

SRA is flexible regarding work hours and the residence location of this position. Candidates with residency in Southern Curry or Del Norte Counties are preferred.

Responsibilities

- I. Grants Administration (40%)
 - Manage contractual agreements and payment schedule.
 - Oversee the grant pre-award process and post-award closeout.
 - Review and monitor all contracts and grants. Responsibilities include: (a) interpreting contract award terms; (b) managing grant-tracking/reporting calendars; (c) coordinating program reporting and, (d) match documentation.
 - Work collaboratively with program staff to track deliverables, including modifications.
 - Support staff planning with regard to contract requirements. Responsibilities in this area include: (a) working with Program Director and Project Managers to develop and maintain documentation systems for contract compliance; (b) creating documentation tools for Project Managers such as data extract forms, deliverable spreadsheets, monthly program logs, etc. to monitor progress towards contract deliverables.
 - Prepare funder invoices for selected projects and provide support to Project Managers with bid documents, grant agreements, budget adjustments, match-tracking and other items as requested. Participate in annual audit.

- II. Operations and Board Governance Support (25%)
 - Oversee corporate records and Policies and Procedures upkeep; coordinate Secretary of State filings (as needed).
 - Ensure compliance with all insurance policies, contractual obligations, including maintaining liability, D&O and workers compensation insurance.
 - Participate in the procurement of SRA systems and software as needed.
 - Prepare bank deposits and oversee banking activity.
 - Ensure accurate employee timesheet recording and process payroll.
 - May contribute expertise to Rock Creek Ranch reservation system operation.
 - May oversee operation of e-fundraising systems.
 - Assist with preparation of Board materials related to operations, grants and other topics.
 - Coordinate Crescent City office rental.
 - Supervise Tech Support.

- III. Financial Management and Budgeting (20%)
 - Contribute to the development of the annual budget, annual tax return, annual audit, and oversee insurance renewals.
 - Work with Directors to manage activities associated with accounts payable and employee payroll; work with bookkeeper to coordinate bill payments and vendor management, including the 1099 process.
 - Generate financial reports from Quickbooks.
 - Review and process employee expense reports.
 - Oversee Paypal account and prepare annual sales tax return.

- IV. Human Resources (15%)
 - Coordinate human resources activities including advertising, recruiting, on-boarding, training, development, employee relations, performance evaluations, leave and

- disability, terminations, exit interviews, and off-boarding.
- Collaborate with Directors on compensation and benefits issues and analysis; coordinate annual benefit program and renewals, including SIMPLE IRA administration. With the support of the HR Consultant, coordinate employee benefit programs to ensure compliance with legal, and other state and federal employer requirements.
- Develop and maintain job descriptions, in collaboration with hiring managers, and coordinate the performance review process.
- Ensure legal compliance with confidential employee files and implement appropriate records retention guidelines.
- Participate in creation, implementation, training, and compliance related to organizational safety, emergency, and disaster preparedness procedures. Ensure compliance with harassment prevention and other mandated training.
- Support the organization's human resources and payroll technology and plan for, as necessary, information technology systems that support the organization.
- Process payroll and leave reporting. Track employee vacation and sick time.
- Collaborate with the HR Consultant and Executive Director team on periodic HR department review and HR situations, compliance issues, etc. that may arise.

REQUIRED QUALIFICATIONS

- At least 2-5 years of experience as an Administrator or Operations Manager with some Human Resources experience, preferably including non-profit experience.
- Ability to be self-motivated and self-managing as this role will require independent work at times, as well as the ability to work as a member of the SRA staff.
- Enthusiasm for SRA's mission and programs to restore, steward, and protect natural resources in the Smith River watershed.
- Experience with payroll processing (Quickbooks Online a plus).
- Fluency in Microsoft Office (Excel and Word), and the Google Drive environment.
- Excellent attention to detail and accuracy. Excellent written and verbal communication skills. Ability to help others understand financial and legal terms.
- Excellent interpersonal skills. Interest in and ability to help resolve issues that arise.

DESIRED QUALIFICATIONS

- Familiarity with HR processes and required compliance (administration of SIMPLE IRA, health benefits, harassment training, etc.)
- Experience with QuickBooks and MS Sharepoint.
- Grants Administration
- Some basic accounting knowledge.
- Experience with contractor procurement and familiarity with government contracting rules and regulations.

Application Procedure: Please email the following documents to jobs@smithriveralliance.org

1. An electronic **resume** (preferably in PDF format)
2. A **cover letter** (describing your qualifications for this position and interest in Smith River programs)
3. Three professional references