EMPLOYMENT OPPORTUNITY
OFFICE MANAGER

Application Deadline: Open until filled

The Mariposa Resource Conservation District (RCD) is seeking applications for an experienced, highly motivated, self-directed and enthusiastic Office Manager to oversee all aspects of District operations under the direction of the Board of Directors.

The RCD is a special district committed to providing non-regulatory leadership for the conservation and restoration of land, water, and related natural resources of Mariposa County. Ongoing projects promote natural resource conservation in relation to forest health, farming and ranching operations, and other resource issues that affect our community. The RCD is entirely grant funded, with programs focusing on wildfire risk reduction, habitat restoration, water quality protection, water conservation, and conservation education for county residents including youth.

The Office Manager reports to a 5-member Board of Directors (Board) and assists the Board in the administration and management of District programs and policies and ensuring compliance. The Office Manager is responsible for managing the finances of the District including accounts payable, accounts receivable, payroll, annual audits and budget preparation, and coordination with an outside bookkeeping firm. The RCD Board and Office Manager work closely with the Executive Director to coordinate operations regarding programs, projects, grant management, and grant administration.

Candidates must accept responsibility for ensuring that the RCD stays in compliance with all relevant government codes and reporting requirements, e.g. the Brown Act, RCD requirements in Division 9 of the Public Resources Code (Section 9001-9978), accounting and auditing standards, etc. The Office Manager must embrace and support the mission of the RCD, while ensuring compliance with all regulations when managing day-to-day administrative activities.

Duties and Responsibilities include:

- Complete and submit grant invoices and reports in collaboration with other RCD staff
- Maintain all business and personnel files, both hard copy and electronic
- Prepare and post Board agendas, attend and take minutes at monthly Board meetings
- Monitor grant budgets by keeping tracking documents and tools up to date and accurate
- Prepare monthly financial reports and annual budgets for Board meetings and audit purposes
- Coordinate and update the RCD website, social media and marketing materials
- Maintain communication with the public and serve as liaison between public and the Board
- Participate in community outreach as directed by the Board such as the annual plant sale and other events
- Other duties as assigned by the Board.
- This position works independently of direct day-to-day supervision. Policy and program direction are received from the District Board through the Board President

Skills and Qualifications

- Undergraduate degree, preferably in Public or Business Administration, Accounting or related field
- Demonstrated experience in administration, planning, budgeting, fiscal management, QuickBooks
- Excellent oral and written communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials

Position Information

The Office Manager position is a permanent full-time position (up to40 hours per week). Job-related travel and occasional evening meetings and weekends may be required. Valid California driver's license, a clean DMV record, and proof of insurance are required. Salary range $40 to $55 per hr DOE. $200 Health stipend Some work is remote.

Applicants must submit a resume and contact information for 3 professional references to: Mariposa Resource Conservation District, Attn: David Mecchi, President, by mail to P.O Box 2403 Mariposa, CA 95338 or by email to mariposacountyrcd@gmail.com