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Title: Finance & Operations Director  
Location: Truckee, California  
Start Date: ASAP  
Type: Full-Time Salary, Exempt Position  
Open until: Filled  
Salary: DOE

***Summary of Position:***

Sierra Business Council (SBC) is a nonprofit organization with a mission to foster thriving communities through “on-the-ground” projects that promote, develop and amplify the regions social, environmental and economic capital. We are seeking an enthusiastic individual to grow within the organization as the Finance and Operations Director.

Reporting to the President, the Finance & Operations Director will develop and update policies and procedures while effectively streamlining administrative & financial systems. Executive oversight responsibilities include finance, accounting, information technology (IT), physical infrastructure and leading and implementing human resources processes. The Finance & Operations Director will identify, negotiate and manage relationships with service providers related to the administrative needs of the organization and oversee tracking of contracts with service providers related to the programmatic needs of the organization. In addition, the Finance & Operations Director will be charged with developing and implementing policies and procedures both in the finance and general operational realms. As a member of the senior management team, the Finance & Operations Director will be involved in strategic planning, evaluation, and professional development initiatives. The Finance & Operations Director will play a leadership role when interacting with board of directors. Specific responsibilities include:

**Operational Leadership**

- As a member of the Management Team, continuously keep an eye on developing and improving SBC’s financial, budgeting, and administrative processes—including human resources, payroll, and benefits functions;
- Coordinate with the President and Management Team to develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and company partnership for the short and long-range health and welfare protection of the employees;
- Coordinate with the President and Management Team to implement performance review processes, timelines and associated compensation strategies;



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- Define and implement an IT plan for the future in partnership with the President and management team; and implement it successfully to meet IT needs (hardware and software) as organizational needs evolve;
  - Oversee the organization's physical infrastructure and maintenance (phone system, IT, cleaning, supplies, etc.), with the assistance of administrative support staff;
  - Ensure SBC's Employee Manual and Policies & Procedures are appropriate, accurate and up-to-date;
  - Manage human resource functions;
  - Improve administrative and operational accounting services such as payment processing, payroll, accounts payable, and purchasing;
  - In cooperation with the President and where appropriate, lead in the appropriate administration and management of legal issues.

#### Financial Management

- Oversight and administration of SBC's: Daily A/R A/P, Cash Management, Payroll, 1099's, W2's;
- Prepare, review and approve the finalization of monthly, quarterly and annual financial reporting materials and metrics for SBC's board of directors;
- In partnership with the President, Program Directors and Management Team, develop annual budget, financial forecasting, and cash flow forecasts for administration, existing programs, proposed new program, and other organizational support functions;
- Manage and oversee SBC's Line of Credit;
- Advise the President and other key members of senior management on financial planning budgeting and cash flow;
- Serve as the management liaison to the Board Finance and Audit Committees; effectively communicate and present critical financial matters at select board of directors and committee meetings;
- Coordinate all audit activities with the CPA's; including preparation of schedules and other information as required for the timely filing of Federal & State compliance reports;
- Ensure that financial practices are in compliance with Sarbanes Oxley and GAAP procedures;
- Manage insurance, medical & dental annual policy renewals;
- Other duties as assigned.



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### Qualifications

- Business or Accounting degree mandatory, a master's in business administration is preferred;
- Minimum 5 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization;
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations;
- Proven track record of success facilitating progressive organizational change and development within a growing organization;
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills;
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for SBC's mission and commitment to working collaboratively with a management team of senior professionals;
- Strong mentoring, coaching experience to a team with diverse levels of expertise;
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment;
- Commitment to Sierra Business Council's social mission;
- Superior management skills; ability to influence and engage direct and indirect reports and peers;
- Self-reliant, good problem solver, results oriented;
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, SBC's board of directors, and staff;

### Supervisory Responsibilities

- Direct oversight and supervision of the SBC Operations Manager
- Direct oversight and supervision of SBC's Accounting Assistant

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**Please send resume and cover letter to [info@sbcouncil.org](mailto:info@sbcouncil.org).**

For additional information about Sierra Business Council please visit:  
[www.sierrabusiness.org](http://www.sierrabusiness.org)

*The Sierra Business Council is an Equal Opportunity Employer*