



# MODOC RESOURCE CONSERVATION DISTRICT

221 W 8th St  
Alturas CA 96101  
(530) 233-4137 x 115

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## Business Manager

### BACKGROUND

The Modoc Resource Conservation District (MRCD) is looking for a part-time **Business Manager** to assist with special district finance management. RCDs throughout California serve as local hubs for natural resource conservation. RCD's assist in connecting community members with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on both private and public lands.

### POSITION

This position will work to fulfill current grant financial management, invoicing, and record keeping for both the Modoc Resource Conservation District and the Central Modoc River Center. The position will report to the MRCD Executive Director and Board of Directors. Telework may be permitted with approval from the executive director in conjunction with favorable job performance. The position may be required to work some weekends and or after normal working hours on occasion.

### DUTIES AND RESPONSIBILITIES

- Administer and supervise all aspects of the district's office operations including business and personnel files, insurance, updating financial policies, coordination of monthly Board meetings, and any other administrative activities pertaining to the operation of the District.
- Ensure all accounting processes comply with OMB Circulars A-87, 74-4 and A-133 and all annual and grant audit findings are insignificant.
- Prepare for 5-year audits and fully cooperate with auditors to ensure a smooth and easy auditing process.
- Prepare all grant invoices ensuring billings to the grant match expenses incurred and maintain and update grant budgets monthly.
- Maintain all district financial records and QuickBooks accounting system, including:
  - Account Payable & Accounts Receivable
  - Checking account, savings account and credit lines.
  - Preparation of monthly financial statement for presentation at Board Meetings.
  - Preparation of 1099s.
  - Manage Payroll Processes
- Maintain accurate financial tracking of incoming and outgoing grant funds
- Maintain QuickBooks accounting system and financial records for the Central Modoc River Center.
- Prepare and distribute monthly board meeting agendas and minutes.
- Other duties as assigned by the MRCD Executive Director.

### APPLICANT QUALIFICATIONS

**Education:** A Bachelor's Degree from an accredited college or university in public or business administration, accounting, mathematics, finance or a related field.

**Experience:** Minimum three years progressive experience in administration, planning, budgeting, grant, and fiscal management.

**COMPENSATION**

Starting pay is \$20-28 per hour DOE with an increase in six (6) months with favorable job performance. This position offers a flexible schedule and the ability to work within a fun, fast-paced, positive environment.

**APPLICATION INFORMATION**

To apply, email a cover letter, resume and three or more references to Elyse Blaker, Executive Director: [elyse.mrcd@gmail.com](mailto:elyse.mrcd@gmail.com). Applications will be accepted through Monday May 15th . The RCD is and equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.