**Job Title: Financial Manager**
**Organization: Sloughhouse Resource Conservation District (SRCD)**
**Location:** Hybrid-Sloughhouse

**Job Type:** Part time
**Reports To:** Board of Directors

**Position Overview**

The Financial Manager at Sloughhouse Resource Conservation District (SRCD) is responsible for overseeing the financial health, reporting, and administrative functions of the District. This role ensures compliance with all funds, supports district operations, and plays a critical role in board communications and governance. The position combines financial management, office administration, and board support responsibilities.

**Key Responsibilities**

**1. Financial Recordkeeping**

* Maintain and update the general ledger, accounts payable/receivable, and other financial records in accordance with governmental accounting standards.
* Record and categorize all financial transactions with accuracy and completeness.

**2. Financial Reporting & Budget Support**

* Prepare monthly, quarterly, and annual financial statements for board meetings and audits.
* Support the development of annual budgets and financial forecasts.
* Track grant expenditures, manage restricted funds, and report as required.

**3. Banking & Reconciliation**

* Reconcile all bank accounts, credit card statements, and petty cash monthly.
* Monitor cash flow and provide timely alerts on potential issues or discrepancies.

**4. Compliance & Audit Support**

* Ensure adherence to local, state, and federal financial regulations.
* Maintain internal controls and prepare documentation for external audits.
* Accurately report public fund usage and ensure compliance with special district financial practices.

**5. Financial Processing**

* Process invoices, issue payments, and manage vendor records.

**Board Support Responsibilities**

**Meeting Management**

* Coordinate with staff to prepare and distribute agendas and ensure timely delivery of supporting documents.
* Record and maintain accurate meeting minutes.

**Communication**

* Act as a liaison between the board, staff, and public to ensure timely and effective communication.
* Disseminate updates, documents, and decisions to all relevant stakeholders.

**Office Management Responsibilities**

**Office Operations**

* Oversee daily office operations, including supplies, equipment, and facility needs.
* Ensure an organized, efficient, and welcoming office environment.

**Qualifications**

* Bachelor's degree in Accounting, Finance, Business Administration, or related field (or equivalent experience).
* Experience in public agency or nonprofit accounting preferred.
* Strong understanding of governmental accounting principles and fund accounting.
* Proficient with Microsoft Programs, Quickbooks Online, Google Suite, Zoom, Adobe Acrobat, and financial reporting applications.
* Excellent organizational, analytical, and communication skills.
* Ability to manage multiple priorities, meet deadlines, and maintain confidentiality.