



Job Announcement CNPS Operations and Finance Manager

Summary

CNPS is seeking an Operations and Finance Manager to join our growing organization. This senior position is responsible for overseeing and monitoring financial practices, supporting budget processes, managing human resources, and providing oversight of facilities and IT infrastructure. The Operations and Finance Manager is supervised by the Executive Director, and supervises the Accounting & HR Coordinator and various duties performed by other administrative staff.

Responsibilities

- Manage the day-to-day internal operations of CNPS.
- Oversee insurance, risk management, and compliance with relevant laws and regulations.
- Review contracts and agreements for approval and signing.
- Manage building and internet leases/services, equipment purchasing, and IT.
- Help develop annual budget. Manage budget tracking, financial reporting, and tracking restricted funds.
- Provide support to development staff by reviewing budgets, financial reports, agreements/contracts.
- Oversee HR, including hiring/separation, 1099s, and supervising the Accounting and HR Coordinator.
- Oversee sales and the staff person responsible for online sales fulfillment.
- Coordinate with outside accounting firm to complete taxes and annual audit.
- Coordinate with chapters to ensure financial best practices.
- Ensure record-keeping accuracy and oversee data management policies and procedures.
- Other duties as required.

Job Requirements

- Proven record of nonprofit management, financial management, business administration, or equivalent.
- Experience operating/managing computer-based accounting database (we currently use Sage/Abila).
- Experience administering Federal/State grants/contracts, and donor restricted funds.
- Ability to supervise staff, including planning and assigning work, training, and evaluating performance.
- Demonstrated problem-solving skills and good judgment in making decisions.
- Periodic travel to beautiful California locales, and ability to work occasional weekend or evenings.
- Commitment to the CNPS mission and appreciation that every individual is unique and valuable.

Compensation and benefits

This exempt, full time staff position is eligible for benefits. CNPS offers competitive compensation and benefits including full payment of employee health insurance, dental and vision insurance, and life insurance premiums; vacation and sick time, family leave, and holidays; retirement match; flexible work schedules; professional development opportunities and more.

To Apply

Please submit application to jobs@cnps.org. Subject line of email should read “Operations and Finance Manager application.” Review of applications will continue until the position is filled.