



Parks California

Finance Manager

ORGANIZATION BACKGROUND

Parks California is an ambitious new organization working to ensure that our state's parks thrive. From redwood groves and desert springs to lighthouses and ghost towns, we're working with our partners to make California parks more welcoming, accessible, and relevant to all visitors.

Managing these assets for nearly 40 million residents and millions more annual visitors takes collective work. Park managers cannot do it alone. Parks California will harness skills and resources—and California's renowned ingenuity—to help our state, regional, and local parks thrive and evolve.

Formed after extensive consultation with hundreds of stakeholders, park executives, and philanthropic leaders, Parks California will stimulate and support innovative public-private partnerships that raise the visibility of California's parks and their partners, inspire passionate support for public lands, and set trends for the future of parks. Parks California will attract new public and private funding, and provide expertise and entrepreneurial approaches to high-priority projects and programs developed and implemented in collaboration with the Department of Parks and Recreation (Department) and other park districts across the state. Parks California will coalesce a diverse set of partners to make this vision a reality. Parks California is committed to supporting and promoting diversity, equity, and inclusion throughout the organization and its programs.

POSITION OVERVIEW

The Finance Manager is responsible for managing Parks California's day-to-day accounting and finance activities ensuring that all accounting activities are performed in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with regulatory requirements. The Finance Manager advises the Vice President of Operations & Finance in decision-making in regard to financial planning and management for the organization. The Finance Manager is a full-time, exempt position, based in Sacramento, and reports to the Vice President of Operations and Finance.

RESPONSIBILITIES

Accounting

- Responsible for all day-to-day accounting activities, including payroll, A/R, A/P, G/L, revenue recognition and the month-end close.
- Prepare and manage timely month-end and year-end close processes and monthly reconciliations of all balance sheet accounts and related journal entries.
- Maintain internal accounting controls in accordance with Parks California's policies and GAAP. Under direction of the Vice President of Operations & Finance, research accounting issues for compliance with GAAP.
- Review agreements for grants from foundations and state department and other contributions to determine revenue recognition and review related journal entries. Analyze interest earned and allocate to appropriate programs as per grant agreements.
- Review and process invoices and grant disbursements for payment.
- Document accounting policies, practices, and procedures and oversee accounting functions to ensure accurate compilation, analysis, and reporting of accounting data.
- Ensure maintenance of the accounting system, financial database, and donor database to support proper financial reporting and adequate accounting controls and reconciliation.

Financial Reporting

- Assist with the preparation of all monthly, quarterly, and annual financial statements and reports.
- Assist with the annual financial audit by independent accountants. Ensure accurate preparation of year-end account reconciliations to support the annual audit, provide requested schedules and supporting documentation to independent accountants, and address questions during annual audit as necessary.

Tax Returns and Reporting to Government Agencies

- In coordination with Vice President of Operations and Finance, preparation of federal, state, and local tax returns by independent accountants and ensure an accurate and timely filing of tax returns. Prepare and submit all information and schedules to independent accountants as requested for IRS Form 990 and CA Form 199.
- Oversee annual IRS 1099 reporting and monthly independent contractor reporting.

Grants Administration and Operations

- Assist in management of program budgets working in tandem with the program staff and providing timely financial reports.
- Assist in management of Parks California's donor and grants database to ensure contributions, grants and contracts data are accurate and support financial reporting to donors and executive and program staff.
- Manage and coordinate all business insurance changes for general liability, professional liability, employment practices liability, workers compensation, etc.
- Perform general duties or other special projects, as assigned.

DESIRED EXPERIENCE AND COMPETENCIES

- Bachelor's degree in Finance, Accounting, or related field required.
- At least 5 years of state funds management experience required.
- At least 5 years of work experience and background in nonprofit accounting.
- Ability to translate, interpret, and present financial information for use by decision-makers and program staff.
- Excellent interpersonal skills, with an ability to partner with a dynamic leadership team.

- Understanding of the non-profit environment and sensitivity to the protocol among donors, grantees, and other related parties.
- Ability to exercise tact, diplomacy, judgment, and discretion, particularly related to sensitive or confidential information.
- Works well independently and as a team member.
- Possesses self-awareness: accepts responsibility and recognizes accountability when necessary.
- Takes initiative and sees a project through to completion; seeks new challenges and professional opportunities within a diverse group.
- Demonstrates flexibility in working style and range of work performed.
- Demonstrates strong work ethic, attention to detail, and a consistent commitment to thoroughness, accuracy and quality.

COMPENSATION

A competitive compensation package, including a comprehensive benefits package, will be offered based on experience.

TO APPLY

Interested candidates should apply via email by sending a cover letter describing their qualifications that match the position criteria and what they will bring to the role, along with a resume, to Ashley Booker at abooker@parksocalifornia.org with the subject line "Parks California, Finance Manager Search."

ADDITIONAL INFORMATION

More information on Parks California can be found at <https://parksocalifornia.org/>.

***Parks California is an Equal Opportunity Employer.** We believe that our overall effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. We are committed to leadership in and serving as a catalyst for promoting equity and inclusion in parks communities.*