



OPERATIONS AND FINANCE MANAGER

Application Deadline: Open Until Filled
First Round Of Interviews Expected To Start The Week Of : September 25
Expected Start Date: November 15

WHO WE ARE

California Walks is the statewide voice for pedestrian safety & healthy, walkable communities for people of all ages & abilities. We work to create safe, just, and inclusive streets and public spaces. We believe that those who have been harmed by oppressive systems and those most impacted by planning and political decisions should direct the development and implementation of solutions, and we actively connect to and engage communities as leaders of change who drive decision-making processes that are based on their own expertise. *We co-empower, co-create, and co-operate with communities.*

Our Mission

California Walks is the statewide voice for pedestrian safety & healthy, walkable communities for people of all ages & abilities. We partner with state agencies, organizations and communities to establish and strengthen policies and practices that support pedestrian safety and healthy, walkable communities. We work to expand and strengthen a network of community organizations working for pedestrian safety and community walkability through equity, engagement, education, advocacy and collaboration.

Our Vision

We imagine a California where all people can move in public spaces under their own power, with confidence, dignity, and security. People of any race, identity, age, or ability can walk, run, or roll on people-friendly pathways that are safe, healthy, and welcoming in all neighborhoods and communities.

Our Values

Justice- We work to identify and dismantle structural barriers that prevent all people from living their lives free of oppression.

Community Leadership- We work to actively connect to and engage communities as leaders of change who drive decision-making processes in genuine ways that are based on their own expertise.

Partnership and Collaboration- We work to cultivate a broad spectrum of authentic and deep relationships. We see ourselves as connectors and collaborators—recognizing that collective impact will achieve far more than any of us could do alone.

WHAT WE OFFER

Compensation	<ul style="list-style-type: none"> • \$28-\$35 per hour, depending on experience and skill set
Employment Type	<ul style="list-style-type: none"> • Regular part-time with average of 20-25 hours per week from at-home office • Non-exempt • Flexible work schedule available

	<ul style="list-style-type: none"> • At-will position
Benefits	<ul style="list-style-type: none"> • Regular part-time employees working 20 hours or more per week accrue prorated sick leave based on the full-time rate of 4 hours per semi-monthly pay period. • Regular part-time employees working 20 hours or more per week accrue prorated vacation leave based on the full-time rate of 5 hours per semi-monthly pay period. • Regular part-time employees working 20 hours or more per week will be granted paid holidays when the holiday falls on a day the employee is regularly scheduled to work. • At-Home Connectivity Stipend • Flexible Spending Account (FSA) for health and transit • SIMPLE IRA retirement contribution 3% match • Professional development funds
Equipment	Staff will receive a company laptop, everyday office supplies, software licenses, and access to a printer.
Location and Travel	<p>Candidates can be located anywhere in the State of California with a preference for the Sacramento or Southern California areas. You will work out of a home-based office with access to Cal Walks' headquarters in Sacramento and satellite office in Anaheim.</p> <p>This position requires minimal travel to the nearest office, local businesses, and occasionally across the state.</p>

WHO YOU ARE

You support the Mission, Vision, and Values of California Walks.

You are a passionate, professional, resourceful person ready to support a small non-profit team. You are a mid-level professional and ready to guide all aspects of daily non-profit operations and finance management to ensure efficient and effective administration of the organization and to support the long-term growth and sustainability of the organization.

You are a self-starter, intrinsically motivated, a resourceful problem solver who plans ahead, asks questions, and assumes responsibility. You are a critical thinker and able to make sound decisions independently.

You are able to work closely with a small team including the Executive Director, Deputy Director, and organizational accounting firm. You are comfortable working remotely and primarily independently.

You are extremely detail-oriented and able to manage multiple and complex deadlines in the areas of nonprofit financial administration and management to ensure delivery of the organization's programs and policy work.

Education

An Associate's degree in accounting or two years of accounting experience in an office setting, nonprofit finance administration, management and accounting experience is preferred. Knowledge of finance, budgeting, cost control and accounting principles including Generally Accepted Account Principles (GAAP)

Minimum Experience and Skills

- At least 3 years of relevant professional experience, including financial management, administrative support, and bookkeeping.
- Experience working in the non-profit sector to improve administrative, financial, and management systems.
- Must be tech-savvy and comfortable using and learning software. Will lead set-up of new financial and administrative software.
- Proficient in using a PC computer and virtual platforms and software, including Zoom and other virtual meeting platforms, Quickbooks Online, Microsoft Office Suite, Adobe Suite, Google Suite, and bill payment, time tracking, expense tracking, and project management software, and other vendor systems.
- Experience with nonprofit grants, including foundation and government grants and ensuring compliance with grant regulations in spending, invoicing, and record keeping.
- Experience developing and maintaining program and organizational budgets.
- Have excellent written and oral communication skills and can effectively, clearly, and professionally convey information.
- Strong time management and organizational skills with the ability to manage and meet multiple deadlines, with a high level of attention to detail. This position has most deadlines between the first and second week of each month.

WHAT YOU WILL DO

Working closely with the Executive Director, Deputy Director, and organizational accounting firm, you will be responsible for guiding and directing all aspects of daily non-profit operations and finance management to ensure efficient and effective administration and management of the organization and to maximize delivery of the organization's programs and policy work.

You will help develop, maintain, and refine effective administrative, financial, and management systems to help staff do their work most effectively.

Essential Job Functions

NOTE: Management retains the discretion to add to or change the duties of the position at any time

Financial Management

- Serve as the lead on all financial systems and procedures for the organization.
- Maintain and improve financial systems and procedures for the organization.
- Ensure financial systems and procedures are conducted in compliance with Generally Accepted Accounting Procedures (GAAP) in accordance with all other applicable local, state, and federal regulations and laws. Including working with external accounting support.
- Maintain appropriate segregation of duties and other internal controls.
- Maintain organization's books, including regular bookkeeping duties.
 - Manage accounts payable and receivable, including bill payment and invoicing services.
 - Review and reconcile accounts payable transactions and activities using Quickbooks accounting software.
 - Process and oversee accounts receivable transactions and activities.
- Under the direction of the Executive Director, prepare and update annual budget, budget forecasts, cash-forecasts and financial analysis and projections.
- Produce monthly financial statements and supporting narrative analysis for regular meetings with the Board Finance Committee and Executive Director.
- Review all contracts with vendors and manage ongoing relationships with vendors.
- Provide financial support to grants and projects:
 - Purchase and track grant expenses, including direct costs, travel, and etc.

70%

<ul style="list-style-type: none"> ○ Review staff travel and reimbursement reports for compliance with grant and federal travel regulations. ○ Maintain grant release schedules, and process monthly and quarterly grant releases for temporarily restricted funding. ○ Support in preparation of detailed invoices and back-up documentation that follow the guidelines established by the grantor. ○ Investigate and resolve problems related to processing invoices. ● Process and perform activities related to cash flow, bank account reconciliation, and month-end expense allocation. ● Process local, state, and federal agency registrations. ● Review, update, and implement, as needed, organization’s financial coding system with code conforming to standard accounting principles to ensure account accuracy and reporting. ● Taxes <ul style="list-style-type: none"> ○ Work with Directors and Accountants to prepare state and federal tax return materials, 501(c)(3) reporting requirements, and other required filings. ○ Support the annual audit process through paperwork preparation, footnote preparation, assisting auditor in 990 filing and respond to other auditor requests. ○ Prepare annual 1099 and tax returns (Desired but not required) 	
<p>Human Resources</p> <ul style="list-style-type: none"> ● Manage vendors and contracts (NIAC, SIMPLE IRA, FSA, EDD, Health Insurance, SCIF etc.). ● Manage and process employee benefits, including retirement contributions, health insurance, FSA reimbursements, etc. ● Oversee timesheet system and track sick/vacation accrual. ● Process bi-monthly payroll using Paychex payroll service. ● Orient new staff, including completing onboarding paperwork. ● Monitor compliance with local, state and federal laws. ● Communicate to staff appropriate HR related messages. ● Ensure staff and organization are up to date with staff training requirements aimed at preventing misconduct (e.g., sexual misconduct prevention) and improving compliance (e.g. anti-discrimination laws). ● Work with an external HR consulting team. 	15%
<p>Operations</p> <ul style="list-style-type: none"> ● Support with maintaining inventory of office and training equipment. ● Ensure that organization is in compliance with insurance requirements, reporting and filings for organization and staff, including events coverage. ● Manage vendors, services and leases (internet, phone, equipment, offices, etc.) ● Support with other operational tasks. 	10%
<p>Development</p> <ul style="list-style-type: none"> ● Support with updating donor management, grant application, and reporting systems and fundraising software (CMAS, Fluxx, etc.) ● Track donor giving and distribute tax receipts/thank you letters to donors. 	5%
Other duties as assigned.	

Physical Requirements		
Lifting and /or Carrying	Never (0%)	0-10 lbs

	Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	11-30 lbs 31-49 lbs 50-74 lbs 75-100 lbs
Push and/or Pull	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	0-10 lbs 11-30 lbs 31-49 lbs 50-74 lbs 75-100 lbs
Use Hands and/or Arms for Repetitive Motion	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Use Feet and/or Legs for Repetitive Motion	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Sit	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Stand and/or Walk	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Bend and/or Stoop	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Crawl and/or Climb	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Operate Mechanical Machinery	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Be exposed to Harmful Fumes and/or other Pollutants	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	
Work on Unprotected Heights	Never (0%) Occasionally (Up to 33%) Frequently (33%-66%) Continuously (66%-100%)	

HOW TO APPLY AND OUR REVIEW PROCESS

Please send the following to info@calwalks.org:

- A résumé
- Cover letter describing how your past experience has prepared you for this role
- Two (2) work samples (preferably related to policy, community engagement, or advocacy)
- Three (3) references
- Please use “Application for Operations and Finance Manager” as the subject of the email and name the documents as your last name and the document name (example: “Last Name_Cover Letter”).
- Please provide documents in PDF file format.

For questions please email info@calwalks.org.

Applications will be reviewed and evaluated as they are received. A total of two online panel interviews will be conducted on a rolling basis. The second and final online interview will involve oral and facilitation components.

California Walks is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of access needs at the time of application.

Persons of color, gay, lesbian, bisexual and transgender people, persons with disabilities, persons who have lived in poverty, formerly incarcerated, and people fluent in more than one language are strongly encouraged to apply.