



BUSINESS MANAGER

The Redwood Forest Foundation, Inc. (RFFI) announces the recruitment of a Business Manager for the nonprofit organization and its subsidiary, the Usal Redwood Forest Company, LLC (URFC).

RFFI Background

RFFI is a private 501(c)(3) non-profit organization with offices in Fort Bragg, CA. RFFI's mission is to acquire, protect, restore and manage forestlands and other related resources in the Redwood Region for the long-term benefit of the communities located there. Our vision is to establish community-based forests that provide both critical habitat for increased biodiversity and improved regional economic vitality. See www.rffi.org for more information.

Since 2007, RFFI has owned and managed the 49,636-acre Usal Redwood Forest, which is located in the Coastal Redwood Region of Mendocino County, California. This 78 sq. mi. property includes portions of two important watersheds: Usal Creek and the South Fork of the Eel River. The Usal Forest is owned and managed by URFC, which is a wholly-owned subsidiary of RFFI.

Position Overview

The Business Manager oversees the day-to-day financial, administrative and human resources activities associated with RFFI and URFC. The Business Manager will interact with RFFI's Board of Directors, staff, contractors, vendors and member of the local community and will ensure that RFFI's and URFC's businesses run smoothly.

Principal Duties and Responsibilities

The primary responsibilities of the RFFI Business Manager are:

Finance and Accounting

- Coordinate consolidated audit and tax return preparation with CPA
- Interact with banking and accounting personnel to provide information needed for RFFI's annual audit and various banking reports.
- Preparation and presentation of financial reports to the Board and bank.
- Track various compliance deadlines from the IRS, lenders, grantors and agencies.
- Manage Accounts Payable and the approval process for timely payment of invoices.
- Manage accounts receivable and timber harvest accounting for URFC.
- Reconcile monthly bank accounts.
- Assist the CEO in the preparation of the RFFI annual budget.
- Assist the Chief Forester in the preparation of the annual Usal Redwood Forest budget
- Maintain supporting schedules (pre-paid expenses, interest payments, etc.)
- Work with carbon program manager to track and maintain records
- Administrate RFFI's donor database. This includes maintaining database integrity, tracking database users, entering donors and donation information, designing and running database

reports, entering donations from the database into QuickBooks, generating year-end donor letters and other related tasks.

- Staff the Finance Committee

Human Resources Management

- Oversee the administration of RFFI's & URFC's employee benefits programs according to company policies and the Employment Handbook. Works with RFFI Personnel Committee to revise the Employment Manual to reflect changes in the law and best practices.
- Manage payroll for RFFI and Usal Redwood Forest Company (URFC). Collects timecards and PTO information from employees, inputs timecards into payroll software, instructs 401(k) plan administrator on employee/employer contributions to the plan, and Worker's Compensation Insurance compliance and reporting.
- Organize and maintain RFFI's & URFC's personnel files.
- Staff the Personnel Committee
- Maintain company intranet site for internal communication

Operations and General Organizational Support

- Organize and maintain RFFI's & URFC's records and files in accordance with the Board's record retention policy. Manage contracts and entry permits; provide information to contractors and coordinate annual contractor meeting; manage 1099 preparation and delivery.
- Manage insurance policies.
- Maintenance of grant records
- Management of donations generated through fundraising to ensure conformance with state and federal requirements.
- Secure vendor services, including insurance, legal, accounting and others, as needed.
- Provide basic IT support to staff
- Administration of IT services and software (Dropbox, Dashlane, Google Suite, Zoom, TechSoup, etc.)

Supervision Received

Supervision is provided by the RFFI President/CEO on both a scheduled and as-needed basis. In the absence of the CEO or if the CEO position is vacant, supervision will be provided by the Chief Forester.

Supervision Exercised

None.

Qualifications

Education and Experience

- a. A strong understanding of and commitment to the mission and vision of RFFI and URFC.
- b. Bachelor's degree or a combination of education and experience.
- c. Minimum of three years' experience managing in an office environment.
- d. Demonstrated understanding of HR, records management and financial reports.
- e. Excellent oral and written communications skills to interact with staff, a diverse Board of Directors and a wide array of key community stakeholders.

REDWOOD FOREST FOUNDATION, INC

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- f. Proficiency in commonly used computer programs, e.g., Microsoft Office products (Word, Outlook, Excel, PowerPoint) and Adobe Creative Cloud.
- g. Proficiency with accounting software (QuickBooks).
- h. Ability to work both independently and as part of a diverse team.
- i. Current California driver's license and clean driving record.

Additional Desirable Qualifications

- a. Experience with Internet Technology (IT) systems
- b. Experience with and interest in the communities of the Redwood Region
- c. Experience working with a nonprofit.
- d. Experience with fundraising, including private/government grants and associated record keeping and reporting requirements.
- e. A strong desire to be part of a dedicated and hard-working team
- f. A good sense of humor

Worksite:	RFFI Offices, 90 West Redwood Ave, Fort Bragg, CA 95437, Partially Remote, or Fully Remote. Work must be performed in or near Fort Bragg, CA with the ability to work onsite and/or remotely.
FT/PT:	Full-time
FLSA Status:	Exempt
Compensation:	Salary DOE. Range: \$65,000 - \$85,000; Benefits (health, dental, vision, life, retirement plan)

How to Apply

To apply for the position of Business Manager, please submit your resume and a cover letter describing your experience and interest in this position to [hiring@rffi.org](mailto: hiring@rffi.org). Please include your full name and "Business Manager" in the subject line of your email. No phone calls please.

Applications will be reviewed on a rolling basis and this position is open until filled.

RFFI is an Equal Opportunity Employer who fully and actively supports equal access for all people. We welcome applicants from diverse backgrounds and experiences to apply.