



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

Finance and Operations Coordinator Position Announcement

Position Overview. The Estuary Program seeks a detail-oriented and highly organized individual to ensure that all operational accounting and financial support is timely, accurate, and consistent with all organization policies and procedures. The Finance & Operations Coordinator assists with human resources and grant management. S/he supports administration and infrastructure for the Estuary Program and reports to the Executive Director.

The Organization. The Morro Bay National Estuary Program brings citizens, local governments, non-profits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit www.mbnep.org.

Duties and Responsibilities.

Accounting and Finance (75%)

- Coordinate day-to-day finance operations, including processing deposits, payables, reimbursements, and invoicing.
- Support annual audit through data gathering and analysis.
- Maintain filings to ensure compliance with federal and state requirements as well as internal policies.
- Assist with tracking of match for grant reporting.
- Conduct monthly statement preparation for outside financial firm to close the books.

Human Resources (10%)

- Help maintain compliance with all employee policies and procedures.
- Prepare and maintain employee forms, packets, records, and files.
- Help oversee processing of payroll by outside firm.
- Assist in the administration of health insurance, flexible spending, and retirement benefits.



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- Generate reporting forms including W-2s.

Other Administrative and Organizational Duties (15%)

- Serve as first point of contact in office, via managing phone, email accounts, and walk-in members of the public.
- Schedule and provide coordination support for committee and board meetings, including preparation and distribution of meeting materials, minutes, etc.
- Maintain a project tracking system to monitor the status of project deliverables, budgets, etc.

Required Qualifications.

- BA/BS in finance, accounting, or business management (or equivalent experience).
- At least three to five years of experience in bookkeeping and budget tracking.
- Knowledgeable on Generally Accepted Accounting Principles.
- Expertise in QuickBooks and Excel.
- General computer fluency, including Microsoft Office, Internet, typing/word processing, and data entry skills.
- Excellent interpersonal skills, including strong oral and written communication skills, problem solving, active listening, and critical thinking.
- Comfortable learning new things and expanding skills.
- Detailed-oriented and able to manage multiple responsibilities, with excellent planning, organizational, follow-up, and tracking skills.
- Able to work independently while responding to feedback and direction.
- Able to prioritize and perform several tasks concurrently with ease and professionalism.
- Flexible and adaptive work style.
- Valid driver's license, insurance, and a safe driving record. Regular access to a reliable vehicle. Willingness to travel to local sites for program activities.
- Strong commitment to environmental conservation and the mission of the Estuary Program.

Preferred Qualifications

- Master's Degree in Accounting, Business Administration, or similar.
- Experience working with small non-profit organizations.
- Knowledge of environmental conservation programs and practices.

Pay, Benefits, & Work Environment. This is a non-exempt, full-time position of 35-40 hours per week, with a rate of \$19 to \$22/hour, depending on relevant experience. Benefits package



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includes sick leave, paid vacation, and holidays. Group health insurance and simple IRA retirement savings plan provided with employer contribution. Casual office environment. Occasional evening and weekend work for meetings and events within the county. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a non-profit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume and cover letter to the Morro Bay National Estuary Program. Email submissions preferred. Please send to apply@mbnep.org, subject line – *Finance and Operations Coordinator*. Applications are due by **December 7 at 5 p.m.** Proof of valid driver's license, insurance, and clean driving record required for employment (must provide prior to an offer being made). The Bay Foundation is an equal opportunity employer.