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sanjuancitizens.org



## Finance and Administration Manager

San Juan Citizens Alliance (SJCA) is looking for a professional and experienced Finance and Administration Manager to support our campaigns to protect and enhance our quality of life across the Four Corners region. The position is full-time (though with option for part-time) and located in our Durango, CO office.

The Finance and Administration Manager provides the bedrock of SJCA's administrative stability and is instrumental for helping create a rewarding and productive workplace environment. The Finance and Administration Manager oversees SJCA's financial record-keeping and reporting. They maintain SJCA's membership database, track benefits, and support outreach events. By providing a robust financial and administrative framework, the Finance and Administration Manager provides support crucial to SJCA's staff and board achieving organizational conservation program objectives.

The ideal candidate is passionate about our mission, is proficient in bookkeeping and accounting principles and practices, enjoys working in a team environment and finds providing administrative support rewarding.

### About San Juan Citizens Alliance

San Juan Citizens Alliance (SJCA) was formed in 1986 and advocates for clean air, pure water, and healthy lands – the foundations of resilient communities, ecosystems and economies in the San Juan Basin. Over its 35-year history, SJCA has successfully advocated for protection of communities from the impacts of energy extraction and production, defeated proposed power plants, safeguarded undeveloped valleys, and secured wildlands protections, among many other conservation victories. Our strength is premised on outreach and engagement of local residents and communities, providing them the tools to effectively engage with decision-makers to implement policies that advance conservation. SJCA is headquartered in Durango, Colorado with a satellite office in Farmington, New Mexico. We are a small, tight organization with a staff of eight, and enjoy supportive roles among our staff.

### Job Responsibilities

The Finance and Administration Manager is based in Durango, CO and works closely with the Executive Director, Program staff, and Communications Manager. The position's responsibilities include:

- Oversees SJCA's financial record-keeping and reporting.
- Prepares annual budgets, and tracks expenditures.
- Handles financial deposits and expense payments.
- Coordinates with third-party payroll company to manage payroll.
- Prepares monthly and year-end financial reporting.

- Facilitates document flow to tax accountants for Form 990 and maintain records for financial audits.
- Prepares 1099's, worker's compensation audit reports, and other required annual reports.
- Tracks employee benefits and researches new benefit opportunities.
- Maintains membership information using Salsa database, oversees member renewal solicitations, and thank you's.
- Provides routine office administration.
- Supports outreach and fundraising events.
- Supports SJCA's Communications Manager with solicitations, mailings, and other activities.

### Qualifications

We are seeking highly organized applicants proficient in finance and administration with a passion for our mission. The ideal candidate possesses:

- 4+ years experience in accounting, bookkeeping and office administration.
- A basic understanding of Generally Accepted Accounting Principles (GAAP).
- Proficiency with Quickbooks.
- Familiarity with financial reporting, budgeting, and tax compliance.
- Experience with benefit plans.
- Familiarity with membership or customer relation databases, specifically Salsa.
- Strong attention to detail.
- Comfort juggling deadlines while multi-tasking.
- Enthusiasm to advance environmental, social, and economic justice issues, particularly around aspects of climate change, energy, public lands, wildlife, and water here in the Four Corners region.

### Compensation and Benefits

This is a full-time, salaried position with generous benefits that include 25 days of paid time off in the first year, health-care coverage, and employer-matched retirement plan after the first year of employment. Professional training opportunities are provided. Alternatively, part-time opportunities are possible. Starting salary range is mid 40's based on skills and experience.

### To Apply

Send a cover letter and resume with the subject line, "Finance and Administration Manager" to [info@sanjuancitizens.org](mailto:info@sanjuancitizens.org). Applications will be reviewed starting Feb. 28, 2022.