



JOB ANNOUNCEMENT

Finance & Administration Director

Open until filled

The California Environmental Justice Alliance (CEJA) is a statewide, community-led alliance that works to achieve environmental justice by advancing policy solutions. Environmental Health Coalition (EHC), an environmental justice organization in the San Diego/Tijuana region, is a founding member of CEJA and CEJA's fiscal sponsor. As the fiscal sponsor since CEJA's inception, EHC manages all of CEJA's finances, including grant management, receiving assets, incurring liabilities, bookkeeping, accounting, financial reporting and all human resources functions. CEJA recently secured 501(c)(3) determination and plans to spin-off within the next year. Both CEJA and EHC are committed to ensuring that this process is a positive and successful one that will ensure CEJA's success for the foreseeable future.

The Finance & Administration Director (FAD) is a shared position between EHC and CEJA to accomplish this important goal. The FAD will play a significant role in managing the financial, administration and human resources programs necessary to CEJA's current and future functioning. As part of the EHC team, the FAD will provide financial, administration and human resources management. As a part of the CEJA team, the FAD will lead CEJA's spin-off transition. The purpose of the shared strategy is to enhance fiscal sponsorship services provided to CEJA from EHC, ensure integration of financial and human resources systems and facilitate a smooth transition. The following describes the responsibilities and projection of the phased evolution of the position.

PRIMARY RESPONSIBILITIES

- Provide financial management services to CEJA under EHC's supervision, including budget development, accounts payable, bookkeeping, banking, payroll, donation processing, grants management and reporting
- Develop organizational, program and proposal budgets
- Process check requests and credit card purchases
- Monitor and manage grant budgets via revenue allocation and reporting
- Maintain CEJA grant files
- Develop monthly actuals reports
- Reconcile credit card statements
- Prepare journal entries
- Serve as the EHC liaison to CEJA related to financial management issues
- Compile and provide data to EHC staff to ensure timely grant and budget reporting
- Support and advise CEJA, and coordinate with EHC, to create a plan and timeline for the spin-off
- Provide human resources services to CEJA under EHC's supervision, including candidate recruitment, hiring, onboarding, termination and support
- Collaboratively review and optimize current operations systems, policies and procedures

- Work with EHC and CEJA staff to develop and comply with the provisions of the Spin-Off agreement
- Assist in annual internal audit

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor’s degree and formal financial training
- 3+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- High proficiency in accounting software for nonprofits and Microsoft Excel
- Sound judgment in decision-making capabilities
- Excellent management skills, ability to inspire, to motivate and hold staff accountable to high standards
- Ability to develop, implement, and manage business systems and processes, including budget development
- Exceptional verbal and written communication skills, including experience in effectively communicating financial concepts and key data to and collaborating with individuals with a wide range of financial backgrounds
- Keen analytic, organizational and problem-solving skills that allow for strategic data interpretation
- Extreme detail-orientation
- Experience working in an environmental or social justice organization

QUALIFICATIONS AND SKILLS PREFERRED

- Deep commitment to Environmental, Social & Economic Justice and EHC/CEJA’s mission.
- Accounting degree or equivalent advanced degree
- 5+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- Experience working with a coalition

SALARY RANGE: \$77,000.00 TO \$85,000.00

BENEFITS:

EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Vacation and Wellness (Sick) Leave
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Prescription Coverage
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Personal Development Opportunities

POSITION CLOSE DATE: Open Until Filled

RESUME SUBMISSION PROCESS:

To apply for this position, please submit your resume, cover letter and salary requirements to the Environmental Health Coalition at ehc.hiring.consultant@gmail.com. Please put **CEJA-FD** into the subject line of your email. No phone calls, please.

MISSION: *Environmental Health Coalition is dedicated to achieving **environmental and social justice**. We believe that justice is accomplished by empowered communities acting together to make social change. We organize and advocate to protect public health and the environment threatened by toxic pollution. EHC supports broad efforts that create a just society and fosters a healthy and sustainable quality of life.*

**EHC IS AN EQUAL OPPORTUNITY EMPLOYER
WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.