



Position Announcement

Finance and Operations Manager

Would you like to help conserve iconic Coast redwoods in the Santa Cruz Mountains by supporting our mission-driven team? Are you interested in filling an important financial and operational role in a small but impactful organization with a long and storied history and a bright future? Do you enjoy being the person who ensures that everything runs smoothly behind the scenes so your colleagues can focus on delivering programs and impact? If you answer yes to all of these, consider joining Sempervirens Fund's dynamic, collaborative, fun team. We are a values-driven group that is passionate about forests and dedicated to making them accessible to all.

ABOUT THE POSITION

The **Finance and Operations Manager** is a key member of Sempervirens Fund's administrative team and plays a central role in ensuring the organization's financial stability, operational efficiency, and overall organizational health. This position oversees essential back-office functions that make it possible for program and development teams to focus on mission delivery. The Manager serves in a supporting role for all departments, ensuring that systems run smoothly, information flows efficiently, and compliance requirements are consistently met.

Reporting to the Chief Financial and Operations Officer, the Finance and Operations Manager will spend about two thirds of their time managing accounting and payroll functions. They will oversee the work of the outsourced bookkeeping consultants, assist with the organizational budgeting process, manage billing of government contracts, and assist with the annual audit and 990 process, as well as financial reporting for the Board of Directors. They will be the primary payroll processor and will work closely with the HR Manager to administer finance-related employee benefits. The ideal candidate is a systems-thinker with great attention to detail and has a strong foundation in payroll compliance in California.

The remaining one third of their time will be focused on operations, ensuring that the organization's systems, infrastructure, and technology tools are reliable, secure, accessible, and continue to meet the organization's needs. They will support staff by creating and implementing clear operational policies and procedures, coordinating technology and cybersecurity efforts with outsourced IT consultants, and managing office space and equipment. They will supervise a part-time Operations Assistant who will be responsible for meeting and event support, IT device management, office and storage space organization, and other support tasks. The ideal candidate is a proactive, systems-oriented professional who enjoys working with diverse staff to improve processes, solve complex challenges, and help an organization run effectively behind the scenes.

This position is well-suited for someone who brings a strong foundation in nonprofit financial management and an aptitude for technology and organizational systems. The Finance and Operations Manager will have the opportunity to shape internal processes, strengthen financial and operational capacity, and ensure that Sempervirens Fund remains a resilient, well-run organization capable of delivering on its mission of saving the redwoods for years to come.

ABOUT SEMPERVIRENS FUND

The mission of Sempervirens Fund, a non-profit conservation organization, is to ensure Coast redwood forests in the Santa Cruz Mountains thrive for generations to come. In addition to protecting redwoods by buying land and

conservation easements to ensure the trees are protected, we own and steward over 12,000 acres of redwoods and associated habitats. We also promote forest management practices across the Santa Cruz Mountains to help redwood forests, and our surrounding communities, better withstand the impacts of climate change. We work to expand opportunities for inclusive public access so people from all backgrounds can enjoy these redwood forests. Over the organization's 125-year history, we have protected over 36,000 acres; helped establish and expand five state parks and other protected areas; and created the beloved 32-mile Skyline to the Sea Trail.

EQUAL OPPORTUNITY

We are committed to an organizational culture that is welcoming and inclusive. We seek a staff that is reflective of the diverse communities with which we work. We welcome candidates from all backgrounds to apply. Sempervirens Fund is an equal-opportunity employer.

WHAT WE OFFER

- A collaborative and supportive team environment
- A culture that emphasizes work-life balance
- Family-friendly policies
- Employer-paid medical, dental, vision, and life insurance for the employee
- Thirteen paid holidays per year, with five additional floating holidays per fiscal year
- Three weeks of vacation in the first year, with additional accrual after two years and five years on staff
- Twelve days of paid sick leave a year
- Employer retirement plan match of 6% of annual salary for the first five years and then 8% after that
- A remote-from-home work environment
- Access to Regus co-working spaces
- Cell phone and home internet stipend
- Professional development opportunities

RESPONSIBILITIES

FINANCE (65%)

Payroll and Benefits Administration (25%)

- Manage semi-monthly payroll processing to ensure accuracy and timeliness.
- Oversee finance-related benefit programs, including retirement plan contributions and flexible spending account (FSA) administration.
- Manage annual workers' compensation audits.

Bookkeeping Oversight (25%)

- Review and ensure accuracy of financial transactions processed by outsourced bookkeeping firm.
- Serve as the primary point of contact for escalated issues related to accounts payable and accounts receivable.
- Administer the organization's corporate credit card program, including issuing cards, monitoring usage, and reviewing transactions for accounting purposes.
- Monitor cash flow and track bank and investment account balances.
- Assist with monthly close process and account reconciliations. Assist in the preparation of quarterly financial reports for management and the Board of Directors.

Budgeting and Compliance (15%)

- Collaborate with program and development staff to create and monitor grant and contract budgets and prepare quarterly billing for public grants.
- Provide technical and analytical support for the annual budgeting process. Maintain Excel-based budgeting tools and assist in implementing and managing new budgeting software.
- Prepare schedules and documentation for the audit and IRS Form 990; serve as a liaison to external auditors and tax preparers; respond to other government compliance requests (censuses, Secretary of State filings, etc.)
- Identify and implement policy and process improvements to increase efficiency and accuracy in financial operations and to strengthen internal controls.
- Other finance job duties as needed.

OPERATIONS (35%)

Information Technology Support (25%)

- Liaise with IT consulting firm to ensure smooth operation of technology across the organization and ensure that the organization has the necessary hardware and software programs.
- Support staff on technology issues unresolved by IT consultants.
- Responsible for cybersecurity trainings and creating and implementing software usage protocols.
- Manage accounts for phone service provider, Zoom account, Microsoft 365, Asana, Google Workspace, and other software.

Other Operations Management (10%)

- Supervise Part-time Operations Assistant.
- Manage office and storage space with support from Part-time Operations Assistant.
- Complete annual renewal questionnaires for insurance needs.
- Other operations and administrative job duties as needed.

DESIRED EXPERIENCE AND QUALIFICATIONS

- 4+ years of nonprofit accounting experience, including payroll, required; experience managing projects in operations or similar areas, and working with a diverse group of stakeholders is preferred.
- Bachelor's degree in Accounting, Business Administration, Nonprofit Management, Public Administration, or a related field preferred, including coursework in accounting. Equivalent formal training in accounting and nonprofit leadership or operations experience may substitute for formal education.
- Expertise in resolving IT issues and managing software including Microsoft 365 Suite, Quickbooks Online, Google Workspace, and Asana.
- Experience supervising and managing hourly staff.
- Outstanding attention to detail; highly organized; able to adapt quickly to shifting priorities.
- Able to work well in team settings and handle diverse interpersonal interactions with professionalism.
- A commitment to diversity, equity, inclusion and justice.
- Prolonged periods of standing or sitting while using a computer.
- Able to lift 20 pounds.
- A valid driver's license, safe driving record, and access to a reliable vehicle are preferred.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Position Title:	Finance and Operations Manager
Reports to:	Chief Financial and Operations Officer
Supervises:	Part-time Operations Assistant
Location:	Sempervirens Fund's office is based in Mountain View, but we protect land throughout the Santa Cruz Mountains. You will primarily work remotely, but must be located within the nine counties of the Bay Area or Santa Cruz and attend monthly in-person meetings. Occasional evening and weekend work.
Salary Range:	\$90,000 – 115,000
Position Classification	Full-time; Exempt
If this sounds like the right position for you:	<p>Please email a cover letter and resume (combined into one PDF file if possible) to opportunity@sempervirens.org with the subject line "Your Name – Finance and Operations Manager"</p> <p>In your cover letter, please (1) list your current zip code located within the Bay Area or Santa Cruz, (2) tell us where you heard about the position, and (3) describe how your skills in financial management and organizational operations have supported the mission of an organization.</p> <p>Priority given to applications submitted by January 2, 2026, but submissions accepted until the position is filled.</p>