



Senior Accounting Manager With Environmental NonProfit Organization

Part-time employee/Virtual with California residency required.

For immediate hire: Applications reviewed on a rolling basis.

August 2023

About the Organization

The Center for Creative Land Recycling (CCLR) is the oldest national non-profit organization pioneering infill development and land reuse to promote human and environmental health and economic revitalization. Our mission is to advance communities' sustainable and equitable reuse of underutilized and environmentally-impacted properties, commonly called "brownfields."

Through training and technical assistance CCLR offers communities the tools needed to turn brownfields properties into community assets including housing, open spaces, and commercial properties, thereby creating jobs and local tax revenues. To ensure optimal outcomes for our projects, we lead policy efforts at all levels of government to remove obstacles to sustainable development, increase available funding, and promote access to resources. CCLR engages stakeholders from all sectors and disciplines in creative partnerships that promote collaboration and innovation in sustainable development. To learn more about CCLR, visit www.cclr.org.

CCLR is a national organization based in California. State and federal funding is driving redevelopment and CCLR is growing through diversifying its portfolio.

Senior Accounting Manager

We are seeking a part-time Senior Accounting Manager who will lead high level financial management activities, including preparation of monthly financial statements, conversion to electronic timesheets, audit/990s, organizational cash flow projections and other activities that support the strategic growth of the organization. This is an excellent opportunity for a goal-oriented professional to work with a dynamic and mission-driven organization during a period of expansion. This is a fully remote position but the candidate must be based in California and will report to the Executive Director.

Primary Duties and Responsibilities

The Senior Accounting Manager will perform the following and other duties as assigned:

- **Supervise Accounting Manager with day to day accounting responsibilities**
- **Budget Management and Financial Report Generation**
 - Direct the preparation of all financial statements, including income statements, balance sheets, tax returns, and governmental agency reports.
 - Coordinate with the Executive Director to prepare the annual budget for Board approval and quarterly financial dashboards
 - Coordinate the management of federal award budgets with management staff

- Manage relationship with outside audit and work towards the timely production of annual audit and 990s
- Manage W2 and 1099 reporting
- Manage all annual charity registrations

- **Strategic Financial Planning and Process Improvement**
 - Develop and monitor cash flow and projections
 - Work with the management team on strategic financial planning
 - Review existing processes and suggest improvements to current accounting methods
 - Analyze operations to identify areas in need of reorganization, downsizing, or elimination.
 - Prepare monthly reports for the Board of Directors and present to Board
 - Transition the organization to electronic timesheets
 - Assist in the preparation of of a Negotiated Indirect Cost Rate Agreement (NICRA)

- **Contract Management**
 - Assist in the development of new contracts especially as it pertains to budget and rates
 - Manage administrative aspects of contract relationships
 - Review consultant and subcontractor invoices with supervisor for accuracy and compliance

- **Human Resources**
 - Process employee benefits
 - Review benefits packages and vendors as needed
 - Ensure all onboarding and required personnel documents are complete for new hires
 - Trigger annual employee review and salary/bonus evaluation

Qualifications

The successful candidate will have the following minimum qualifications:

- Bachelor's degree in finance, accounting, or relevant field.
- A minimum of 5 years experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Experience with nonprofit financial systems, needs, and priorities.
- Experience managing contracts and federal awards.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

The candidate should have experience with a broad set of software and web technologies including Microsoft Suite, Google suite, and Salesforce. Experience with Quickbooks, Bills.com, and ADP is required. Experience with Grants.gov, SAM.gov, ASAP, and PEX is preferred. This position is fully remote but some travel for in person meetings may be required.

Compensation and Benefits

This position is for up to 20 hours a week as a part-time employee with a compensation range

between \$48 -\$55 per hour commensurate with experience, qualifications and past salary history. Benefits are available for a part-time employee in keeping with our benefit policies, including sick time and paid vacation. This could develop into a full-time position. Those seeking a full-time position should still apply for our consideration.

CCLR values an organizational culture that is respectful and collaborative, and strives to help each staff member to grow and develop professionally. We are an equal opportunity employer that highly values diversity. We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.

TO APPLY: please send your cover letter and resume to careers@cclr.org with your name and SAM in the subject line. Your application will not be considered without a cover letter.

To learn more about CCLR, visit www.cclr.org. To make inquiries about the position, email CCLR's Executive Director, Jean Hamerman at jean.hamerman@cclr.org.