



Calaveras Healthy Impact Product Solutions (CHIPS)

Job Announcement – Finance Director

Calaveras Healthy Impact Product Solutions (CHIPS) seeks a Finance Director with strong experience in non-profit accounting and a commitment to triple bottom line outcomes (people, planet, prosperity). CHIPS is a community-driven 501c3 non-profit corporation based in the Blue Mountain communities of Calaveras County. CHIPS' motto is, "Doing good with wood." CHIPS is devoted to forest, watershed, meadow, post-fire and cultural site restoration in the Sierra Nevada region of California.

CHIPS creates jobs for individuals from hard-pressed former timber-dependent and/or tribal communities across the central Sierra Nevada. CHIPS has established a unique forest restoration workforce development and training program. The program has been in operation in Calaveras and Amador counties for the past 17 years, and in Alpine County for the last five years. Recently, CHIPS has expanded the program to Butte, Mariposa and Fresno counties, establishing additional forest stewardship crews. The value and need for CHIPS' workforce development and training model is widely recognized, and supported by the Sierra Nevada Conservancy, Forest Service, National Park Service, Bureau of Land Management, California Workforce Development Board, and Sierra Institute for Community & Environment, among others.

CHIPS works to increase the pace and scale of forest restoration by leveraging our partnerships with local, state, and federal agencies, peer organizations, and others to achieve large-scale restoration through grant funding opportunities, partnership and cooperative agreements, and private contracts. Through these partnerships we provide work opportunities for CHIPS' field crews, as well as for local contractors, working to establish a forest stewardship economy. Forest restoration goals are congruent with goals to reduce the risk from wildfires. The state of California is now providing significant funding to meet those challenges.

CHIPS owns a former sawmill site in Wilseyville, Calaveras County, where we are developing a forest biomass utilization campus. The biomass campus will include a 3MW forest biomass to energy facility, which is currently in late stage development. A range of additional value-added wood product business are possible to also develop at the site.

CHIPS is a founding member and the current administrator of the Amador Calaveras Consensus Group (ACCG), one of the most mature and nationally recognized forest collaborative groups. The ACCG is a diverse, community-based group focused on creating fire-safe communities, healthy forest and watersheds, and sustainable local economies. Taken these together, CHIPS maintains a passionate focus on creating a sustainable local forest stewardship economy helping to lift communities out of poverty. CHIPS currently maintains more than 30 grants and agreements valued at over \$6 million.

Position Description

The CHIPS Finance Director will report to the Executive Director and work with them, the Board of Directors, staff and partners to provide financial administration and management to achieve the organization's mission. The primary duties include budgets, financial reports, cash flow management, bank account management, payroll oversight, payroll and expense allocations, and ensuring compliance with policies, laws and regulations.

Responsibilities

The Finance Director is responsible for the following:

- Develop, maintain, and manage organizational and program budgets.
- Conduct reporting to the Executive Director and Board of Directors including:
 - o Financial statements in accordance with generally accepted accounting principles
 - o Status of grants
 - o Payroll liabilities
 - o Grant and agreement budget recaps
- Standardize invoicing nomenclature system.
- Work with administrative staff to assist in preparing invoices to grant/agreement funding agencies. Review and submit said invoices.
- Manage accounts payable/receivable.
- Manage bank accounts, including making deposits and transfers, performing monthly reconciliations, and establishing new accounts, as required.
- Manage and administer current Payroll Protection Program loan and potential future liabilities.
- Review payroll reports and convey necessary adjustments to the contracted Payroll Administrator.
- Complete and post payroll and expense allocations.
- Complete daily QuickBooks backups.
- Establish and maintain wage and benefits roll up sheets to track the average cost of wage and benefits.
- Maintain an accounting of staff's paid time off.
- Close books at the end of the fiscal year and prepare files for the new fiscal year.
- Develop and maintain the Cost Allocation Plan.
- Coordinate and monitor an initial internal audit and adopt financial procedures as necessary.
- Prepare for and monitor external audits, as required.
- Prepare 1099s and supporting tax documents annually.
- File quarterly sales tax documents.
- Develop grant proposal budgets in coordination with the Executive Director and administrative staff.

- Manage vehicle and equipment depreciation.
- Establish financial policies and recommend updates as needed.
- Maintain financial controls.
- Ensure compliance with financial guidance, policies, laws and regulations.
- Conduct annual and periodic financial policy training for Executive Director and staff to ensure compliance.
- Provide financial input on the establishment of the employee benefits programs.

Desired Qualifications and Characteristics

- Bachelor's degree in finance, business administration or accounting or a minimum of five years of relevant experience in non-profit accounting
- Contract administration and compliance experience
- Grant budget development and management experience
- Expertise with QuickBooks software
- Commitment to triple bottom line outcomes
- Devotion to the Sierra Nevada and its people
- Collaborative approach
- Detail oriented, critical thinker, and innovative problem solving

Compensation

- Full time, 40 hours per week
- \$60,000-72,000 per year, depending upon qualifications and experience.
- Ten days paid time off per year
- Health benefit allowance
- CHIPS is currently exploring retirement savings programs
- Flexible working hours with the potential for remote work option

This position is open until filled. To apply, email a letter of interest and your resume to wp-chips@hotmail.com with Finance Director in the subject line.