



Inspiring, empowering, and transforming children's lives through outdoor education

Exploring New Horizons Outdoor Schools  
P.O. Box 1514 Felton, CA 95018  
831.252.7868  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)

**POSITION:** Finance & Administration Director  
**STATUS:** Exempt  
**LOCATION:** Exploring New Horizons Outdoor Schools (based in SF/Monterey Bay Area), mostly remote work with weekly in-person meetings in Scotts Valley/Santa Cruz)  
**SALARY & BENEFITS:** 80% FTE; Annual salary range: \$60-80K DOE at 100% FTE; HSA account with employer contribution  
**SUPERVISOR:** Executive Director  
**START DATE:** October, 2021

### WHAT IS EXPLORING NEW HORIZONS?

Exploring New Horizons Outdoor Schools (ENH) runs 3 to 5-day residential environmental education programs for mostly 5<sup>th</sup> and 6<sup>th</sup> graders at our two sites: Scotts Valley and Pigeon Point Lighthouse. ENH empowers students, builds environmental literacy, and strengthens school communities through residential, environmental education programs. Founded as a non-profit in 1979, ENH partners with over 100 Northern California schools. ENH employees 15-25 staff, depending on the season. For additional information, please visit our website at [www.exploringnewhorizons.org](http://www.exploringnewhorizons.org).

### POSITION OVERVIEW:

ENH is committed to educating and empowering children to make thoughtful, conscious, and sustainable choices for themselves and the environment. The ideal candidate will demonstrate a commitment to the mission and values of the organization while possessing a deep understanding and experience in managing nonprofit finances & HR support. While directing accounting and HR functions, the Finance & Administration Director will also analyze and provide guidance with all matters related to the financial health of the organization including overseeing the annual budgeting process.

### JOB RESPONSIBILITIES:

#### Finance Management and Oversight

- a) Perform highly analytical, finance and control functions, including complex reconciliations
- b) Research and synthesize data related to program, support budget and forecasting scenarios, long-range planning and analysis, draw conclusions and propose solutions
- c) Manage general ledgers using QuickBooks online, including monthly reconciliation and year-end close
- d) Develop and implement a financial tracking system for restricted funding
- e) Manage organizational cash flow and forecasting
- f) Manage all contracts, school service agreements and partner MOU's and ensure pertinent terms.
- g) Manage all billing and accounts receivable/payable
- h) Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep leadership abreast of financial status.
- i) Produce timely monthly, quarterly, and annual financial reports
- j) Track petty cash for all sites, implement new systems for program spending and credit card tracking
- k) Coordinate and lead the annual audit process, liaise with external auditors and the BOD finance committee; assess and implement any changes recommended
- l) Ensure all tax and audit compliance
- m) Improve document retention systems, and manage paperwork and all required annual documentation according to documentation retention policy

**Human Resources:**

Oversee all HR functions including

- a) Develop and manage all protocol and procedures for hiring, onboarding, and offboarding of staff
- b) Handle document filing and confidentiality of sensitive employee documents
- c) Issue bi-weekly administration of organizational payroll
- d) Research current on HR trends and employment law, manage all aspects of compliance
- e) Research trends and work with ED to develop competitive compensation and benefit policies
- f) Establish and manage personnel handbook and training to educate employees regarding staff tools, policies, and procedures
- g) Ensure all insurance compliance and work with third party vendors to administer benefits
- h) Issue 1099s and W2s as needed
- i) Handle EDD unemployment claims and tracking

**Other duties:**

- a) Board of Directors: Work with ENH Board of Directors and attend all Board Meetings to help advocate and inform to increase understanding and competency related to the management of the overall organizational financial picture. Includes monthly financial reports for the Finance team
- b) Management Team: Participate as a member of the ENH leadership team. Uphold organizational values, guidelines and monitor operational efficiencies
- c) Insurance: Manage ENH insurance including liability, D&O, worker's comp (through Paychex) and all current/evolving coverage needs, renewals, claims, and audits
- d) Vehicle Registration: Manages DMV payments and documentation for vehicles
- e) Vendors: Manages all communication, set up and payment of vendors (phone, internet, copy machine lease, utilities, site rental fees)
- f) Mail: Process all incoming organizational mail

**KNOWLEDGE, SKILLS AND ABILITIES**

- Prior experience working for a nonprofit managing finances
- Experience working with QuickBooks Management System (preferably Quickbooks Online)
- Familiarity with Excel and building variable cost models or other financial forecasting models
- Capacity to manage multiple projects and documented success managing multiple tasks simultaneously
- A Bachelor's or Associate's degree in nonprofit management or finance management preferred
- Eye for details and able to work a flexible schedule (4 Saturdays/year for board meeting)
- A successful track record in setting priorities; keen analytic, organizational and problem-solving skills which support and enable sound decision making
- Ability to see and respond to written, auditory and verbal commands
- Ability to carry 15 pounds
- Possess a valid driver's license and clean driving record
- All staff must possess a current Standard First Aid and CPR certificate prior to employment

We especially encourage applicants of different backgrounds, cultures, genders, experiences, abilities and perspectives to apply as we are actively working to increase the diversity of experience and perspectives on our team. ENH is aware that no one comes with the entire complement of skills, so please don't let a lack of experience/skill in one specific area deter you from applying.

***Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.***

**To apply:** Send cover letter and resume to: [jacob@exploringnewhorizons.org](mailto:jacob@exploringnewhorizons.org) by August 24, 2021. For more information please visit our website <http://www.exploringnewhorizons.org/>.