



GREAT REDWOOD TRAIL AGENCY

We're Hiring!

Financial Development Manager

\$95,000 - \$105,000/year DOE

CalPERS retirement and health benefits

100% remote

**Must be able to readily commute to and physically access GRTA land holdings
in Mendocino, Trinity and Humboldt counties**

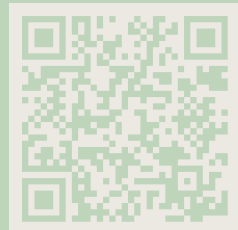
The Great Redwood Trail Agency is a public agency formed in 2022 to develop and manage the Great Redwood Trail in Mendocino, Trinity and Humboldt counties. We are looking for a Financial Development Manager to establish and maintain sound financial practices, ensure compliance with governmental accounting standards, and develop sustainable funding strategies.

Who should apply?

We're looking for a visionary and results-oriented, tech-savvy financial professional with an understanding of the north coast's political and economic landscape and a strong foundation in governmental accounting standards who approaches challenges with curiosity and enjoys developing and implementing new streamlined fiscal systems and processes. Must have experience with A/P, A/R, payroll, fund accounting, fiscal management, budget creation, and long-term financial planning in the public sector. CPA or CGFM preferred.

Apply now!

Scan the QR code below to submit your resume and cover letter through our [website](#) or send materials via email to: info@thegreatredwoodtrail.org



Recruitment closes:

Sunday, February 23, 2025 at 11pm



What is the Great Redwood Trail Agency?

The Great Redwood Trail Agency (GRTA) is a public agency formed in 2022 to develop and manage the Great Redwood Trail (GRT) in Mendocino, Trinity and Humboldt counties. As a newly formed agency, we are transitioning from the former North Coast Railroad Authority into a robust and agile agency that will oversee the development of over 200 miles of world-class recreational trail.

Organizational Environment

We are a small, growing agency that operates remotely, with extensive fieldwork along the former railroad right-of-way in Mendocino, Trinity and Humboldt counties. The agency is in the beginning stages of development, creating a strong organizational foundation from which to carry out the vision of the GRT. We work with State Coastal Conservancy staff and a team of consultants who are knowledgeable, dedicated, and passionate about the GRT.

Financial Development Manager Position

Will establish and maintain sound financial practices, ensure compliance with governmental accounting standards, and develop sustainable funding strategies. This role is crucial for the long-term financial health and growth of the agency, overseeing all day-to-day aspects of financial management, including the development and implementation of an integrated system of financial services to include accounting, payroll, budgeting, reporting, auditing, financial management and analysis, procurement, and exercising effective control over agency financial resources. This position will be the first in GRTA's Business & Financial Administration Division.

Business & Financial Administration Division

This division will be built by the Financial Development Manager in partnership with the Executive Director and Board of Directors. It will handle the internal business and financial administration of the agency, while working with external partners to create opportunities that enhance and support the regional economic growth associated with trail development and tourism. Preparing local economies to capture the economic benefits arising from trail development creates an opportunity for exciting and innovative partnerships with local and tribal governments, public agencies, non-profits and businesses. Current vision for building out staffing of the division includes the following staff positions: Economic Development Coordinator, Accounting Clerk/Clerk of the Board, Administrative Analyst, and Grant Writer. As the manager of this division, the Financial Development Manager will play a key role in working with the Executive Director to develop staffing recommendations for the Board of Directors to consider and will be active in decision making during the hiring process and staff mentorship as the division grows.



Key Responsibilities

Financial System Implementation and Management:

- Implement and maintain a financial accounting system compliant with Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).
- Ensure the accuracy and integrity of financial data and reporting.
- Reconcile bank accounts and all asset and liability accounts monthly.
- Develop and implement internal controls to safeguard agency assets.
- Train staff and ensure compliance with any implemented financial procedures.
- Recommend and implement changes to the documentation and maintenance of business processes, standards and procedures.

Accounts Payable and Receivable:

- Manage accounts payable and receivable processes, ensuring timely and accurate processing of invoices and payments.
- Maintain accurate vendor and customer records.

Budget Development and Management:

- Develop and manage the annual agency budget in alignment with strategic goals.
- Develop strategic multi-year and long-range agency budget(s) with timelines for using funding sources, linked to funding expiration dates, work products, and funding timelines and restrictions.
- Monitor budget performance, analyze variances, and recommend corrective actions.
- Prepare financial reports for leadership staff and present monthly financial reports to the GRTA Board of Directors.
- Conduct long-term financial forecasting and planning in partnership with the Executive Director and leadership staff in the Trail Development and Operations & Maintenance divisions of the agency.

Fund Development and Sustainability:

- Develop and implement a comprehensive fundraising strategy to diversify funding sources.
- Research and identify potential grant opportunities from government agencies, foundations, and corporations.
- Assist with the development of budgets for grant proposals and manage grant reporting requirements.
- Cultivate relationships with donors, stakeholders, and community partners.
- Explore and develop earned revenue opportunities in partnership with local businesses, trail-development non-profits and other organizations.



Compliance and Reporting:

- Ensure compliance with all applicable federal, state, and local regulations.
- Prepare and submit required financial reports to the State Controller's Office and others.
- Coordinate the contracting of an external auditor and oversee the annual audit and reporting process.
- Create internal data tracking and reporting systems.
- Identify actual or potential issues and recommend corrective or preventative action.
- Monitor budgeted expenditures and prepare regular reports for the Executive Director, division management staff, and the GRTA Board of Directors.

Other Responsibilities:

- Lead the implementation of a new payroll and banking system for the agency, working with legal counsel and the Executive Director to create any contracts needed to procure services.
- Provide financial analysis and support to agency leadership.
- Assist staff with the preparation of requests for proposals and bids and the administration of professional service contracts.
- Stay current on best practices in financial management for public agencies.
- Participate in strategic planning and organizational development activities.
- Anticipate the effects of changes in operations and recommend appropriate budget allocations and funding strategies to facilitate the steady growth of the agency.
- Supervise and mentor staff as the agency grows.

Qualifications

- Bachelor's degree in accounting, finance, business administration, public administration or a related field. Master's degree preferred.
- Minimum of five years of progressive experience in financial management, accounting, operational or organizational analysis, and financial reporting, preferably for a local governmental or special district agency.
- Demonstrated experience with public sector financial management, including budget processes, GAAP, and fund accounting as well as implementing and managing accounting systems in accordance with GASB.
- Excellent budgeting and financial forecasting skills demonstrated by prior experience.
- Strong understanding of accounting principles, budgeting, financial analysis, internal control methods, and the regional economic landscape of the north coast.
- Proficiency in word processing, web browsers, query tools, record management systems, financial software such as QuickBooks Online and Office 365 (especially Excel).

Preferred Qualifications:

- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) certification.
- Experience working with agencies who have opted in to the Uniform Public Construction Cost Accounting Act
- Experience with fund accounting software, grant writing and management.
- Knowledge of the local community and relevant stakeholders.
- Experience presenting financial information at public meetings to elected officials.



**GREAT REDWOOD
TRAIL AGENCY**

Working Conditions

- Significant work on a computer up to 8 hours per day, Monday through Friday from your home office.
- Travel is required throughout California for meetings, training, and site visits, with overnight stays necessary on occasion.
- Work hours may vary and include weekends and evenings when needed.
- Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions.

Job Requirements

- Must be able to readily commute to and physically access GRTA land holdings in Mendocino, Trinity and Humboldt counties.
- Dedicated office space from which to work remotely (computer and office equipment provided).
- Access to a personal vehicle for work-related travel, reimbursed at the Federal IRS rate.

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Equal Opportunity Employer

The Great Redwood Trail Agency is an equal opportunity employer in all aspects of employment, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, and all other legally protected categories.