

Acterra: Action for a Sustainable Earth

3921 E. Bayshore Road, Palo Alto, CA 94303

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www.Acterra.org

Job Announcement **Business Manager**

(Full-time position)

Acterra seeks an experienced and focused professional able to combine big-picture vision with strong attention to detail to become our new Business Manager. The Business Manager works directly with Acterra's Executive Director and handles all aspects of financial and accounting support and reporting, working with both internal and external constituencies. The Business Manager also provides key office management and administrative support.

Responsibilities

- Provide all accounting services for Acterra and its fiscally sponsored projects
- Assist in the preparation and “construction” of individual project budgets and overall organizational budget
- Prepare monthly financial reports for Acterra’s Finance Committee and participate in its monthly meetings
- Prepare financial reports for and interact with leaders of all fiscally sponsored projects (about one dozen)
- Manage employee payroll (collect information, transmit to payroll company, and track payments)
- Handle worker’s comp and health insurance
- Pay all invoices for Acterra and fiscally sponsored projects
- Track and prepare 1099 (contract worker) forms
- Monitor financial status of Acterra’s projects and programs
- Monitor payments and expenditures of grants and contracts
- Provide financial information for grant applications
- Analyze and reconcile bank statements
- Prepare all materials for annual financial audit and interface with auditors
- Balance donation records with Acterra’s membership tracking system
- Track and record in-kind donations
- Prepare property tax forms
- Maintain financial files and records (paper and electronic) in good order
- Compile quarterly organizational dashboard reports
- Represent Acterra at building meetings and preside over one meeting each year
- Monitor and order office supplies
- Undertake other duties and tasks requested by the Executive Director

Business Manager Skill Set

- A good knowledge of general accounting procedures
- Familiarity with non-profit accounting a major plus
- Extensive experience and familiarity with Quick Books (Mac OSX)
- Accounts payable/accounts receivable experience
- Familiarity with human resources procedures
- General office management expertise
- Self directed and ability to work independently
- A positive attitude and ability to work well with people
- Well organized, efficient and detail oriented
- A personal commitment to environmental conservation and preservation

About Acterra

We bring people together to create local solutions for a healthy planet. Our focus is the San Francisco Bay Area with particular emphasis on Santa Clara and San Mateo Counties. Our program portfolio includes:

- *Carbon Reduction Campaign* to combat global warming (including the Cool It! carbon calculator, Green@Home energy audits, and Community Cool initiatives)
- *Open Space Stewardship Program*: the Arastradero Preserve Stewardship Project, the San Francisquito Watershed Project, Young Earth Stewards, and Acterra's Native Plant Nursery
- *Be the Change*, Acterra's environmental leadership training program
- *Business Environmental Awards* program recognizing exemplary "green" companies
- *Sustainable Living Program* presenting Green Team and Low Carbon Diet workshops
- *Environmental Library and Resource Center*

For further information, visit Acterra's website: www.acterra.org. We are a high-energy organization with a friendly work environment and a shared passion for building a healthy and sustainable society.

To Apply: Email résumé and cover letter to Michael Closson, Executive Director, Acterra, 3921 East Bayshore Road, Palo Alto, CA 94303 (MichaelC@Acterra.org). Please note that a background and credit check will be conducted prior to hiring.

Application Deadline: Open until filled

Start Date: May 2008

Salary Range: \$45,000 — \$50,000 per year