



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

POSITION: Finance Manager

DEPT: Finance/Administration

REPORTS TO: Director of Finance

STATUS: Full-time, Exempt

PAY RANGE: Up to \$130K/year

WORLD LEADER IN CONSERVATION: The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

POSITION SUMMARY: The Finance Division plays a crucial role in providing strategic support to leadership by providing analysis and recommendations for key decisions to further the mission of the organization. This includes developing and administering budgets, interpreting financial reports, conducting cost/benefit analysis, developing pricing strategies, identifying new revenue sources and driving cost reduction initiatives. The Manager for Budget and Financial Analysis will work closely with the Director of Finance, providing high-level financial planning, reporting, and budgeting expertise for a nonprofit organization with a \$30 million operating budget and approximately 100 employees.

The successful candidate will collaborate with the Director to oversee all aspects of day-to-day budget and financial analysis operations, including the maintenance and management of the Sage Planning budget system. Responsibilities will also include preparing complex financial analyses, conducting multi-year forecasting, and monitoring monthly budget variances to identify root causes and drive informed decision-making.

This role offers a hybrid remote work environment, with the primary office located in Long Beach. The candidate is expected to work in the office two days per week, with occasional travel by boat to Catalina Island.

ESSENTIALS DUTIES AND RESPONSIBILITIES:

- Manage the internal work required to build and execute budgets across the organization, ensuring deadlines are met and information is available as needed.
- Prepare accurate financial analyses, developing a framework for the analysis, collecting and analyzing data, developing recommendations and presenting recommendations for Executive Team.
- Develop current year projections, and multi-year forecasting across multiple departments and programs.

- Oversee the Sage budget system for submitting annual budget and managing budget transactions throughout the year. Act as a power user of Sage and handle reporting needs in the system.
- Provide monthly reports of actuals vs. budget for various analysis at different levels of detail.
- Meet with department financial liaisons and divisions heads to review financial statements and discuss variances.
- Train new staff on reporting functions in Sage and serve as a budget business partner for questions regarding financial procedures, reporting and budget.
- Prepare and oversee financial analysis around special projects reporting.
- Formulate and produce current and historical studies to support financial assessments and recommendations.
- Prepare quarterly narrative financial reports for executive leadership and committees, in addition to designing PowerPoint presentations with key insights and recommendations.
- Design and develop visualizations, dashboards, and reports to communicate complex data insights to stakeholders.
- Support the management of grants by monitoring grant-related budgets, preparing financial reports for grant compliance, and assisting with the allocation of grant funds within the organization's accounting system.
- Manage and coach Grants Analyst to deliver superior performance on grants tracking, budgeting, forecasting funding usage, and preparing all financial reports to meet funder requirements.
- Collaborate with other members of Finance and Development teams to design processes and procedures for campaign revenue and expenses.
- Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree Business or a related field.
- 8+ years of experience in budget management and financial analysis, with a track record of success in rapidly changing organizations.
- Expert knowledge of budgeting, planning, and forecasting methodologies.
- Outstanding communication skills – oral, written, and interpersonal – enabling you to connect with and influence stakeholders at all levels.
- Advanced Excel skills for analyzing financial data, paired with excellent data visualization and storytelling abilities for crafting compelling narratives and presentations.
- Skilled in preparing engaging PowerPoint presentations, including sophisticated graphs and charts.
- Exceptional time management and organizational skills, with the ability to prioritize tasks effectively in a dynamic environment.
- Commitment to superior customer service, with the flexibility to adapt to evolving requirements and challenges.
- Strong conflict resolution skills, fostering a collaborative and supportive team environment.
- Exceptional relationship-building abilities, with collegial approach to working with colleagues and constituents.
- Proven analytical and problem-solving skills, with a keen eye for detail and innovation.
- Proficient in Microsoft Office, with advanced expertise in Excel and PowerPoint.
- Experience with Sage Intacct is preferred, but strong experience with other similar ERP systems

will also be considered.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters performing the essential functions of this job. Reasonable accommodations are available for individuals with disabilities to support the performance of job-related functions.

- This is a hybrid position based in the Catalina Island Conservancy's Long Beach, California office twice per week, with regular travel to Catalina Island via ferry.
- This role is performed primarily in a professional office setting, which involves prolonged periods of sitting at a desk, frequent use of computers, phones, and other standard office equipment. The ability to perform tasks that require close vision, manual dexterity, and communication through both verbal and written means is essential. Occasionally, light lifting of up to 15 pounds may be required. The environment is generally quiet to moderate in noise level. Reasonable accommodations are available for individuals with disabilities to support the performance of job-related functions.

COMPENSATION:

- We pay competitively in the nonprofit space and offer a robust benefits package. We offer a comprehensive benefits package that includes medical, vision, and dental insurance, a flexible spending account, an employee assistance program, disability and life insurance, a 403(b) plan with a 3% employer contribution, plus a 5% match that fully vests in 2 years, and 3 weeks of accrued vacation.
- The anticipated salary for this position is up to \$130,000, commensurate on experience.

HOW TO APPLY:

Please send your cover letter and resume to jobs@catalinaconservancy.org and list the job title in the subject line.

Equal Employment Opportunity and Accommodations Statement

Catalina Island Conservancy provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. We are unable to provide visa sponsorship for this position.

In accordance with applicable federal, state, and local laws, reasonable accommodations will be made for qualified individuals with disabilities, both in the application process and during employment. If you require accommodations to perform the essential functions of the position, please notify Human Resources by emailing jobs@catalinaconservancy.org