



## **JOB ANNOUNCEMENT**

### **Finance & Administration Director**

*Open until filled*

The California Environmental Justice Alliance (CEJA) is a statewide, community-led alliance that works to achieve environmental justice by advancing policy solutions. Environmental Health Coalition (EHC), an environmental justice organization in the San Diego/Tijuana region, is a founding member of CEJA and CEJA's fiscal sponsor. As fiscal sponsor since CEJA's inception, EHC manages all of CEJA's finances including grant management, receiving assets, incurring liabilities, bookkeeping, accounting, financial reporting and all human resources functions. CEJA plans to transition to an independent 501(c)(3) organization over the next 18-24 months. Both CEJA and EHC are committed to ensuring that this process is a positive and successful one that will ensure CEJA's success for the foreseeable future.

In order to accomplish this important goal, EHC and CEJA have created a new position, the Finance & Administrative Director (FAD) that is a shared position (50/50) between EHC and CEJA. The FAD will play a significant role in managing the financial, administration and human resources programs necessary to CEJA's success now and following the completion of the incorporation process. As part of the EHC team, the FAD will provide financial, administration and human resources management. As a part of the CEJA team, the FAD will lead CEJA's transition to a 501(c)(3) organization, and ultimately manage CEJA's Administrative functions at the conclusion of the incorporation process. The purpose of the shared strategy is to enhance fiscal sponsorship services provided to CEJA from EHC; ensure integration of financial and human resources systems and facilitate a smooth transition. The following provides a description of the responsibilities and projection of phased evolution of the position over the next 18 – 24 months.

#### **PRIMARY RESPONSIBILITIES**

- Provide financial management services from EHC to CEJA including: budget development, accounts payable, bookkeeping, banking, payroll, donation processing, grants management and reporting
- Develop organizational, program and proposal budgets
- Process check requests and credit card purchases
- Monitor and manage grant budgets via revenue allocation and reporting
- Maintain CEJA grant files
- Develop monthly actuals reports
- Reconcile credit card statements
- Prepare journal entries
- Serve as the EHC liaison to CEJA related to financial management issues
- Compile and provide data to EHC staff to ensure timely grant and budget reporting.
- Support and advise CEJA, and coordinate with EHC, to create a plan and timeline for the c3 launch.
- Supervise CEJA's Operations Manager.

- Provide human resources services from EHC to CEJA including candidate recruitment, hiring, onboarding, termination and support
- Collaboratively review and optimize current operations systems, policies and procedures.
- Work with EHC and CEJA staff to develop and comply with the provisions of the Spin Off agreement enabling EHC to relinquish its fiscal sponsorship responsibilities and CEJA to take them over. This will include transfer of all assets, liabilities, employees, grant and contract agreements, etc.  
Assist in annual internal audit b

### **REPORTING RELATION/LOCATION**

The fiscal sponsor for the California Environmental Justice Alliance is the Environmental Health Coalition (EHC), a member of CEJA. The FAD will be an employee of EHC and will report to EHC's Finance Director and CEJA's Executive Director and will supervise any finance staff who may be subsequently hired. The FAD will divide their time between EHC's National City office and CEJA's offices in Huntington Park in Southeast Los Angeles County until the incorporation process is complete.

As determined and scheduled in conjunction with managers, the FAD's work locations will be:

- EHC's office in National City, CA (within south San Diego county) for approximately two (2) days each week;
- CEJA's office in Huntington Park, CA (within southeast Los Angeles county) for approximately three days each week;

### **QUALIFICATIONS AND SKILLS REQUIRED**

- Bachelor's degree and formal financial training
- 3+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- High proficiency in accounting software for non-profits and Microsoft Excel
- Sound judgment in decision-making capabilities
- Excellent management skills, with the ability to inspire, motivate, and hold staff accountable to high standards
- Ability to develop, implement, and manage business systems and processes, including budget development
- Exceptional verbal and written communication skills, including experience in effectively communicating financial concepts and key data to, and collaborating with, individuals with a wide range of financial backgrounds
- Keen analytic, organizational and problem-solving skills that allow for strategic data interpretation
- Extreme detail-orientation
- Experience working in an environmental or social justice organization

### **QUALIFICATIONS AND SKILLS PREFERRED**

- Deep commitment to Environmental, Social & Economic Justice, and EHC/CEJA's mission.
- Accounting degree or equivalent advanced degree
- 5+ years of experience in financial management for nonprofit organizations, including fund accounting, with demonstrated ability to perform daily financial functions with limited supervision
- Experience working with a coalition

**SALARY RANGE:** \$77,000.00 TO \$85,000.00

### **BENEFITS:**

EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Vacation and Wellness (Sick) Leave
- ❖ Health, Dental, Vision and Chiropractic Insurance

- ❖ Prescription Coverage
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Personal Development Opportunities

**POSITION CLOSE DATE:** Open Until Filled

**RESUME SUBMISSION PROCESS:**

To apply for this position, please submit your resume, cover letter and salary requirements to the Environmental Health Coalition at [frontdesk@environmentalhealth.org](mailto:frontdesk@environmentalhealth.org). Please put **CEJA-FD** into the subject line of your email. No phone calls please.

***MISSION: Environmental Health Coalition is dedicated to achieving [environmental and social justice](#). We believe that justice is accomplished by empowered communities acting together to make social change. We organize and advocate to protect public health and the environment threatened by toxic pollution. EHC supports broad efforts that create a just society and fosters a healthy and sustainable quality of life.***

**EHC IS AN EQUAL OPPORTUNITY EMPLOYER  
WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.