



HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title:	North Coast Finance & Operations Manager
Office Location:	Eureka, CA (currently telecommute based on COVID-19 Protocols)
Hours:	Full Time, Exempt, 12 months/year
Wage:	Starts at \$25-\$30/hour, depending on experience
Project Name:	North Coast Small Business Development Center (North Coast SBDC)
Supervisor:	North Coast SBDC Center Director

GENERAL INFORMATION

The North Coast Small Business Development Center (North Coast SBDC) is a vibrant small organization serving small businesses and entrepreneurs across Humboldt County, Del Norte County, and Adjacent Tribal Lands. Our team of staff and business consultants provide one-to-one consulting, workshops and longer learning programs, and information & referral. We are known for creating top-notch programming responsive to community needs and trends.

Under the direction of the North Coast SBDC Center Director, this position will be an experienced and organized professional who is skilled at managing multiple levels of complexity with discipline and attention to detail. This position will be responsible for overseeing the financial and operational aspects of North Coast SBDC. This includes supervising the Center Coordinator, and student interns.

This position is a full-time, benefitted position with retirement eligibility after one year. While continuation of this position is foreseen for years to come, this position is contingent on continued grant funding. This is not a state or federal position.

The North Coast SBDC is part of Humboldt State University's Sponsored Programs Foundation. Headquarters are located on campus in Arcata, CA. The program serves the business community in northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA). Humboldt State University has hosted the SBDC program since January 2006.

Currently, this position will telecommute based on HSU Protocols related to COVID-19, with an expectation to return to in-person work as guidelines allow.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- **Finance & Accounting.** Oversee timely, accurate transaction processing in compliance with SBDC contract, funder rules, and university procedures.
- **Budget & Expenditure Management.** Work with Center Director to manage expenses to budget

in accordance with HSU, SPF, SBA and other procurement rules.

- **Grants & Contracts Administration.** Prepare or oversee preparation of monthly and quarterly financial invoices and reports for multiple federal, state, and county funders. Manage contracting logistics for consultants and other vendors.
- **Center Operations.** Work with Center Director and Center Coordinator(s) to ensure the quality and effectiveness of client services, data and information management, and back-end operations and task management. Serve as a leader committed to continuous improvement and excellent service on day to day operations.
- **Personnel Management.** Work with Center Director to recruit, orient, supervise and coach Center Coordinator(s) and some interns.
- **Stakeholder Relationships & Communications.** Handle sensitive communications with professionalism and confidentiality. Create effective, congenial working relationships with colleagues, as well as key stakeholders at host and partner institutions. Orient and guide consultants and vendors through North Coast SBDC office and fiscal procedures.

MINIMUM QUALIFICATIONS

Candidates who do not meet at least the requirements below may not be considered without special explanation:

- At least 3 years of experience in bookkeeping, grants or contracts administration
- At least 3 years of experience managing complex projects and/or teams.
- Proficient Excel user.
- Must possess a valid California driver's license.
- Must be able and willing to travel for day trips or overnight on occasion.
- Must have reliable mobile phone and high speed Internet access at home. Note that HSU SPF does not reimburse for home Internet costs.

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate two or more of the following in addition to the minimum qualifications above:

- Experience with nonprofit fund accounting.
- Prior experience working with government grants.
- Computer skills including proficiency in Google Suite, Word, Excel, PowerPoint, webinar software (Zoom), and cloud computing
- Conversational Spanish.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong overall knowledge of financial, budget, and contract management functions.
- Significant experience managing organization or department operations and leading or supporting teams.
- Able to prioritize, coordinate, and complete complex projects and tasks using independent judgment, accuracy, and discipline.
- Able to analyze and apply with strict attention to detail a variety of policies and

- procedures.
- Communicates simply and clearly both orally and in writing.
- Shows willingness to look at situations from several points of view.
- Demonstrates ability to handle sensitive and confidential information in a responsible manner with tact and diplomacy.
- Able to lead and participate in frequent videoconference, phone, and email communication with stakeholders.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to careers@norcalsbdc.org. If you have any questions regarding the application materials, please reach out to careers@norcalsbdc.org.

1. **Cover Letter:** 1-2 pages identifying the skills and experience *specifically relevant to this position*.
2. **Résumé or CV** highlighting experience and education *specifically relevant to this position*.
3. **Three professional reference** contacts. (References will be checked only for finalists).
4. **HSU SPF Self-Identification Form for Job Applicants**
<https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>

Application Review Date: October 23rd by 5pm (open until filled)

COMMITMENT TO EQUITY

North Coast SBDC is committed to creating a safe, appreciative, and welcoming workplace for employees, contractors, and clients of *all identities and backgrounds*. All qualified candidates are encouraged to apply.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form (<https://forms.humboldt.edu/spf-accomodation-request-form>) or call the SPF Front Office at (707) 826-4189.