



California Fire Safe Council  
**BUSINESS & OPERATIONS OFFICER**  
**SALARY RANGE: \$89,195 - \$120,413**

**About California Fire Safe Council:**

The CFSC is a non-profit organization with a statewide mission to prevent catastrophic wildfire impacts to California citizens and communities. The CFSC employs approximately 20+ people from around the state in a hybrid telework program and has a tightly knit team that is dedicated to the mission. We have a range of federal, state, and private grant programs as well as a Grants Clearinghouse that supports moving large grants to grassroots groups at the local level in support of wildfire prevention and mitigation. We are seeking candidates who are self-starters, enjoy working with either detailed plans or big picture projects or both, and who are passionate about making a difference in wildfire resiliency for California.

**Job Description:**

The CFSC is divided into two divisions, Service Delivery, and Support functions. Service delivery handles the grant clearinghouse, and the outreach development models. The support functions deal with administrative, fiscal, IT, logistics, and HR functions. Support's role is to enable service delivery outcomes to achieve the CFSC mission. Support services are under the leadership, supervision, and management of the Business & Operations Officer.

The Business & Operations Officer will accomplish their duties via a combination of staff (full & part-time) and contract services. While support services may not directly provide direct services, it provides the ancillary staff functions like producing grant reports to grantors, analyzing our outreach ability, and making constructive suggestions to improve process outcomes. The Business & Operations Officer provides the leadership, supervision, vision, and operational knowledge necessary to realize the California Fire Safe Council's mission to prevent, mitigate, and educate the public about wildfires in California.

The responsibilities of the Business & Operations Officer include:

- Manage daily business operations including fiscal oversight and management of Administrative/Business Officer functions/staff.
- Optimize organizational metrics, and help manage/develop objectives, strategies, policies, and functions for success.
- Organizational leadership for staff and core human resources, technology, and general office maintenance responsibilities
- Act as the Executive Director's #2 until the organization is fully expanded.

Through CFSC programs and services, the Business & Operations Officer will support the Council's efforts to encourage grassroots local councils, sustain and/or increase funding for strategic initiatives, educate citizens about direct mitigation efforts for wildfire, develop local grant programs to enable the CFSC mission, and build relationships between federal, state, and local governmental entities, other non-profits and quasi-public bodies, environmental communities, and private corporations that are impacted by wildfire occurrence and losses.

This position reports to the Executive Director. The CFSC is currently revising its Telecommuting/COVID-19-Back-to-Office policy and has identified this position with a strong preference to report to the Sacramento office. This position should have a strong working knowledge of all other positions to provide support as needed.

**Duties:**

- Develop and maintain positive working relationships with CFSC staff and board of directors, independent accountant and audit firm, local Fire Safe Councils, grantees, funding agencies, and other organizations.
- Performs and oversees administrative, fiscal, IT, logistics, and HR functions.
- Oversee finance team in preparing and presenting the annual CFSC budget.
- Ensure the IDC rate is compliant with established standards.
- Ensure that annual Federal and State income tax reports are filed completely and on time.
- Oversee finance team to ensure allocation of expenses are made to appropriate grant or administration accounts per the chart of accounts.
- Oversee finance team to ensure payment is made of all invoices in a timely manner.
- Calculate employees' time percentages for all work and allocate proper amounts to appropriate grant or administration account per the chart of accounts.
- Make constructive suggestions to improve process outcomes for finance, HR, IT, and administrative capacities.
- Coordinate with the independent accountant(s) regarding the organization's accounting activities.
- Assist the Executive Director and the Finance team in coordinating and completing the annual audit with the independent auditors.
- Prepare quarterly and program reports to federal, state, and private funders.
- Support activities of Executive Director in areas of fiscal management, audit, and financial reporting for all master grants.
- Assist the Executive Director in preparing quarterly and annual program reports to federal, state, and private funders.
- Process and orient new employees with the HR function, ensure all appropriate forms are completed, provide information to new employees about the organization's policies and procedures and benefits package, and ensure new employees have needed supplies and access. When an employee departs the CFSC, ensures exit closure practices.
- Ensure the organization has sufficient liability, property, and Workers Compensation insurance and renew policies or suggest alternatives annually.
- Oversee cross department procedures to ensure timely sub-grantee payment: including verifying each payment made, setting up the wire transmission of funds, noting payment history in the Payment Tracking system, and keep Grant Specialists, and Executive Director informed of the status of the payment process.
- Oversee finance team to ensure timely processing of employee expense reports and credit card reports, and allocation to grants.
- Contribute information to the organizational budget and operating plan.
- Perform periodic review of grantee reports and documentation to test compliance with grant regulations.
- Prepare financial reports for Executive Director and CFSC Board of Directors.
- Verify that grantees return unexpended grant funds at closeout and process receipt of refunds.
- Coordinate with funders and CPA on the financial closeout of grants.
- Assist the Executive Director with the procurement of large purchases when quotes and bids are required.
- File all Federal Funding and Transparency Act Reports.
- Conduct records management and maintains retention schedule.
- Coordinates contracting and billing of grant and project management tasks.
- Perform other duties as assigned by the Executive Director.

**Qualifications:**

- Strong work ethic with the ability to work without close supervision and meet deadlines.
- Strong computer skills, including Microsoft Office Suite and financial accounting software.
- Strong verbal and written communication skills.
- Team building and staff management/support.
- Develop staff for success by establishing performance metrics and annual reviews.
- Experience working with a geographically dispersed workforce that teleworks.
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups with varying interests.
- Experience in developing, managing, and monthly variance reporting for both program and organizational budgets.
- Experience in creating and maintaining intranet systems and databases.
- Understanding of federal grant regulations and requirements.
- Training and/or experience with analyzing data and information for statistical use.
- Intermediate accounting or finance skills, record keeping, and database management.
- Standard business correspondence formatting.
- Bachelor's degree or greater in accounting, business, finance, or related field with five-years work experience.
- Excellent communications skills – both written and verbal and the ability to communicate complex topics to various audiences.
- Proficiency in a variety of workplace software programs, including Word, Excel, PowerPoint, and Quick Books.
- Demonstrated success in establishing and maintaining effective relationships with business communities, other non-profit organizations, and government entities.
- A strong personal connection and commitment to the mission and goals of CFSC.
- A high degree of organizational management, managing multiple tasks, and being accountable.
- Must be available for out-of-town monitoring visits, meetings, and other events. Evening and weekend work required on occasion.

**Preferred Experience:**

- Understanding of internal and external financial requirements of nonprofit organizations.
- Knowledge of federal grant regulations, particularly administrative requirements, and cost principles.
- MBA, MPA, or other graduate-level degrees.
- Experience soliciting funding to sustain or increase funds from individuals, federal and state agencies, philanthropic organizations, and corporations.
- Previous non-profit or executive level management experience.
- Legal and contract management background.
- Knowledge of and experience with California's issues surrounding wildfire.

The California Fire Safe Council offers a competitive benefits package including generous PTO and more.

California Fire Safe Council complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities unless such accommodation would cause an undue hardship. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

**To Apply:** Please submit a resume and cover letter to [careers@cafiresafecouncil.org](mailto:careers@cafiresafecouncil.org) and note Business & Operations Officer in the subject. For more information: <https://cafiresafecouncil.org/about-us/careers/>.