



Financial Consultant Request for Proposal

West Marin Fund is seeking a skilled financial consultant to maintain our financial records. Financial Consultant job duties include working closely with our staff and Executive Director to create and analyze financial reports, reconcile bank and investment accounts, perform budgeting and steward the audit and tax processes. Our ideal candidate holds an accounting degree or certificate. This position is fully remote, as needed.

The work is anticipated to be about 18-22 hours a month depending on the time of the year, and we offer a competitive hourly rate commensurate with experience.

We would like to onboard the Financial Consultant during May and June in preparation for Fiscal Year 2023-2024 which begins on July 1st. Our current Financial Consultant leaves on June 30th after more than 10 years with West Marin Fund, due to other commitments.

INTRODUCTION

West Marin Fund (“the Fund”) is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin. West Marin Fund was founded in 2011 by community members to address the unique needs and diverse population of the rural coastal area of Marin County. The Fund is a 501(c)(3) California public benefit nonprofit corporation. The Fund provides grants and training for 65+ local nonprofits, and convenes key groups to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin. The Fund serves the West Marin coastal area, from Muir Beach in the south to Dillon Beach in the north, and the contiguous ranch lands. The area includes the 11 unincorporated villages of Muir Beach, Stinson Beach, Bolinas, Olema, Inverness, Inverness Park, Point Reyes Station, Marshall, Dillon Beach, Nicasio, and Tomales. For more information on programs, services and initiatives please visit: <https://westmarinfund.org>

West Marin Fund uses an integrated software solution designed for community foundations called CommunitySuite for all fund accounting and other core functions.

SCOPE OF RESPONSIBILITIES

General Ledger

- Has primary ownership of:
 - Chart of Accounts
 - General Ledger
 - Trial Balance
 - Reconciling entries

Monthly Bookkeeping & Review Process

- Communicate / Coordinate with Administrative Assistant to ensure accurate posting of donations, grants and accounts payable
- Complete monthly and quarterly bank and investment reconciliations, including allocation of earnings to fund in CommunitySuite
- Produce monthly and quarterly financial reports and review with the Executive Director
- Make period-end adjustments as needed and close the period

Payroll Processing

- Liaison with payroll company and payroll tax entities
- Update and circulate timesheets to staff
- Process payroll and distribute paystubs
- Post the Payroll Journal Report in CommunitySuite
- Calculate and post Payroll Accrual as of quarter and fiscal year ends

Budgeting

- Responsible for the annual budget process (gather input, create budget in Excel, make adjustments as required by staff and Board)
- Enter annual budget in CommunitySuite
- Perform updates as needed throughout the fiscal year

Audit

- Liaison with the auditors and audit facilitator
- Work with audit facilitator to assign items to appropriate staff
- Provide supplementary items to the auditor as needed

Tax and Legal Compliance

- Liaison with tax preparer
- Maintain W9's / File 1099's & 1096
- Distribute W3's & W2's & all other Payroll Tax documents
- Work with tax preparer to complete questionnaires/checklists and provide requested financial documents
- Maintain clear and consistent communication with other staff and consultants re: duties and tasks as necessary

REQUIREMENTS

- Experience in nonprofit and fund accounting
- Minimum 3 years' experience in full-service bookkeeping/accounting
- Knowledge of GAAP or other industry-standard accounting frameworks
- Expertise in Payroll processing (currently using Quickbooks Payroll)
- Familiarity with Microsoft Excel/spreadsheets, Dropbox/other file hosting services
- Commitment to racial justice and equity
- Excellent written and verbal communication skills
- Ability to respect and maintain confidentiality
- Flexible and a “can-do” attitude

Preferred

- Bachelor's degree in accounting, finance, or related field (CPA a plus)
- Experience with CommunitySuite (Foundant Systems)

TO APPLY

Please submit your resume along with a cover letter to Executive Director Sarah Hobson at sarah@westmarinfund.org with copy to jobs@westmarinfund.org.

West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.