

Position Title: Project and Contract Analyst
Status: Full-time, Exempt
Location: Chico, California
Reports to: Senior Project Analyst and Contracting Director



Do you want California's environment and communities to thrive? Are you excited to work with a team of ecologists, farmers, and entrepreneurs who really get stuff done? If you answered yes to these questions, River Partners needs your help. Notwithstanding our accomplishments and awards, the single best thing about River Partners is the people. Our staff is committed, creative, collaborative, and diverse. We produce amazing results and have a lot of fun along the way.

What We Do:

River Partners brings life back to California's rivers. Founded in 1998, the nonprofit harnesses the power of restored riverways to create a thriving future for the state's environment and communities. Using modern farming practices and cutting-edge science, River Partners reforests and reconnects entire river landscapes, critical wildlife corridors, and vast ecological regions at a bold pace and scale. The organization's statewide efforts result in lasting, tangible wins for wildlife, flood safety, climate resiliency, water conservation, public health, and local economies. River Partners has the largest on-the-ground restoration footprint of any nonprofit or firm in the western U.S., having led hundreds of large-scale projects across nearly 17,000 acres throughout California.

Organizational Summary:

River Partners helps local communities revitalize rivers across California. We are a non-profit organization with offices in Chico, Sacramento, Turlock, and San Diego. As a project-focused organization, we believe in the power of demonstrating environmental improvement through large-scale river restoration and empowering others through partnership and collaboration.

Position: The Project and Contract Analyst role is responsible for supporting, organizing, and reporting on the financial and contracting aspects of assigned projects. River Partners' projects are large scale, long-term, and primarily funded through governmental agreements. We are required to provide detailed accountings of funds spent and maintain detailed budgets throughout the life of our projects. This position is a critical member of the proposal and project management teams, interacting regularly with the Development Lead, Scientists, Field Managers, and Accountants. This position supports contract review and preparation for approximately 35% time and supports grant and contract administration 65% time.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Essential Functions and Responsibilities:

Proposal and Budget Development

- Supports Proposal Development Team in scheduling coordination meetings and maintains calendar of critical dates for proposal and bid submittals;
- Is responsible for creation of new project codes in information systems and creates project structures consistent with River Partners practices;
- Gains an understanding of projects being developed by reading and reviewing relevant information including request for proposals, bid solicitations, and project maps;
- Is inquisitive about the ecological and agricultural activities of River Partners' projects and gains a basic understanding of project flow and operations;
- Participates in the development of the River Partners proposals by making recommendations on pricing and budget structure;
- Evaluates and reviews proposal budgets for accuracy and financial completeness;

- Understands and inquires about the operations of River Partners field activities in order to support and inform the budgeting process;
- Successfully utilizes budget preparation spreadsheets to generate accurate reports in the River Partners budget model.

Financial Project Management and Administration

- Reads and understands funding agreements, noting required financial or other administrative compliance;
- Monitors expenditures and revenues in assigned projects for compliance with River Partners policies and practices; investigates and reports on unusual occurrences;
- Reviews and approves invoices and expenses for assigned projects;
- Acts as financial contact for all subagreements and supports Project Manager in ensuring subcontractors are in compliance with terms of their contracts;
- Hosts regular meetings with Project Manager, Operations Lead, and Science Lead to review project budgets;
- Prepares invoices and provides to Project Manager for submission to funder;
- Develops and maintains relationship with funder to respond to and troubleshoot financial questions that may arise;
- Performs other related duties as required.

Contract administration

- Reads and understands contract and subcontracts;
- Works with Contracting Director and legal counsel as needed to finalize contracts and contract templates;
- Supports Project Managers and Contracting Director in preparation of contracts and requests for proposals or quotes;
- Understands federal and California contract compliance requirements.

Knowledge Skills and Abilities:

- Must enjoy working with diverse people and organizations to get things done
- Knowledge of OMB circulars and general understanding of basic generally accepted accounting principles (GAAP)
- Capable of working independently
- Knowledge of general office procedures
- Knowledge of proper grammar, spelling, and punctuation
- Experience managing budgets and general understanding of contracting
- Excellent verbal, analytical, organizational, and written skills
- Demonstrate judgment in identifying and handling confidential information
- Exhibit cooperative behavior with colleagues, supervisors, and managers at all times
- Ability to apply logical thinking and sound judgment to a wide range of practical problems
- Ability to work under multiple deadlines and flexibility to handle changing priorities
- Relies on extensive experience and judgment to plan and accomplish goals
- Integrity and ethics beyond reproach
- Commitment and enthusiasm to carry out River Partners mission

Qualifications:

- B.S. in Accounting or related field and a minimum of 3 years of experience in an accounting position or equivalent.

- Experience with computers, including MS Word and Excel, Access, and Modular Accounting Systems (Enterprise Resource Programs)
- Advanced 10-key and MS Excel abilities required
- Driver's license with no restrictions.
- Possess the ability to communicate in basic Spanish (preferred, but not required).

To apply email your resume, cover letter and 3 references to:

Jobs@riverpartners.org, Subject: Project and Contract Analyst Position

Or send an application via mail to:

River Partners

Attn: Project and Contract Analyst Position

580 Vallombrosa Avenue, Chico CA 95926.

Please no telephone calls.

River Partners is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job-related characteristic as directed by law.