



Project Analyst

Position Title: Project Analyst

Location: Chico, Sacramento, or Modesto CA

FLSA Status: Full-time, Exempt

Reports to: Chief Financial Officer

Pay Scale: \$72,000.00 - \$90,000.00

A thriving future for California's environment and communities requires bold vision, creative problem-solving, and relentless determination. This is a critical decade for action and River Partners is growing our team of talented, tenacious change-makers to meet the challenge head on. Join us!

Who We Are

River Partners brings life back to California rivers. We've revitalized more habitat along impaired California rivers than any other entity in the western U.S., having led hundreds of projects across nearly 20,000 acres throughout California. We restore thriving native forests and ecosystems that support imperiled wildlife, improve flood safety, boost the state's climate resilience, replenish and improve freshwater resources, create open space for communities, and build stronger local economies. Since 1998, we have pioneered an innovative, entrepreneurial approach to conservation, combining modern farming, cutting-edge science, and diverse partnerships.

We are meeting the urgent need this decade to restore our riverways and seek passionate team members to help us grow our restoration footprint at an unprecedented pace and scale.

Why You Should Join Us

River Partners offers competitive salaries and benefits, including comprehensive health care insurance, flexible spending accounts, a 401(k) plan with immediate employer matching, life insurance, disability coverage, employee assistance programs, and other well-being benefits. We're proud of our supportive culture and focus on work-life balance. We strive to create an environment that brings fulfillment to our team members' personal lives by offering paid time off, an alternative work schedule, and flexible hours.

Position Description

River Partners' projects are large scale, long-term, and primarily funded through governmental agreements. The Project Analyst is responsible for organizing, supporting and reporting on the financial aspects of assigned projects. The position is required to provide detailed proposal budgets, accounting of time and funds spent, prepare revenue invoices specific to each funder's needs, enter and update detailed plans monthly throughout the duration of our projects and compare to actual results. This position is a critical member of the proposal and project management teams, interacting regularly with Proposal Development, Scientists, Project Coordinators, Field Managers, and Corporate Accountants.

Supervisory Responsibilities

Assumes a leadership role with authority equal to the project managers and coordinators, forming a team of equals in partnership. This position has no direct supervisory responsibilities.

Essential Functions and Responsibilities

Proposal and Budget Development

- Supports Proposal Development team in evaluating project objectives and desired outcomes, tasks and milestones and helps determine resource requirements
- Helps create and review proposal budgets for billing rate and expense accuracy and financial completeness, application of indirect costs per funder requirements and determining rate mark-ups and profits, if any
- Creates new project codes in Vantagepoint project management system and reviews and helps guide the input of project baseline and awarded contract details, including appropriate level of WBS details, the use of proper labor codes including prevailing wage, and the entry of subcontractor dollars
- Gains a detailed understanding of projects being developed by reading and reviewing relevant information including request for proposals, bid solicitations, and project maps
- Gains a complete knowledge of the grants or contracts and subagreements and their deliverables and timetable, and invoicing requirements
- Is inquisitive about the ecological and agricultural activities of River Partners' and gains a basic understanding of project flow and operations
- Understands and inquires about the operations of River Partners field activities in order to support and inform the budgeting process
- Monitors the actual progress of the activities and hour and dollar resources used against the Baseline and initial Plan

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 processes A/P 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, Project Coordinator, Operations Lead and Science Lead to review project results versus Plan
- Initiates A/R invoices and in conjunction with Project Manager and Project Coordinator; ensures submission to funder is compliant with funder's guidelines
- Maintains relationship with Project Manager and helps review financial questions that may arise, needed changes to A/R invoices, financially supporting a change order or project amendment and closing projects when completed

- Tracking receivables DSO and helping the Project Manager collect on outstanding A/R invoices and recovering retentions
- Collaborate with Project Team to arrange for advance payments on contracts and State and Local grants

Required Knowledge, Skills, and Abilities

- Must enjoy working with diverse people and organizations
- Wants and likes to get things done; action oriented; enjoys working in teams
- Closely relates to River Partners' mission and values
- Self-motivated, takes ownership and responsibility and works well in teams as equals
- Knowledge of Federal and State accounting guidelines such as the Federal Cost Accounting Standards; familiarity with GAAP
- Follows policies and procedures and ensures others do as well; makes suggestions to improve or streamline
- Experience managing budgets and general understanding of contracting for deliverables and outcomes
- Excellent verbal, analytical, organizational, and written skills
- Demonstrate judgment in identifying and handling confidential information
- Exhibits cooperative and professional behavior with colleagues, supervisors, and managers at all times and expects this in return
- Listens openly and carefully and applies logical thinking and sound judgment to a wide range of practical problems
- Ability to work under multiple deadlines and flexibility to handle changing priorities
- The flexibility to help other team members and willingness to try something new
- Integrity and ethics beyond reproach
- Commitment, enthusiasm and tenacity to carry out River Partners mission

Qualifications

- B.S. in Accounting or environmental field or a minimum of 3 years of experience in a project management environment
- Extensive experience with Microsoft Office software, and project ERP systems such as VantagePoint
- Willingness and ability to become an expert user with ERP systems, Excel and Power BI
- Driver's license with no restrictions
- Possess the ability to communicate in basic Spanish (preferred, but not required)

**Location**

The location for this position is Chico, Sacramento, or Modesto area. This position is a hybrid or remote/work-from-home position and requires reliable internet access and a dedicated workspace. Ability to travel to River Partners projects and offices throughout California is required.

Compensation & Benefits

Exempt position. Pay Range Annually \$72,000.00 to \$90,000.00

River Partners offers a generous benefits package including ample holidays and paid time off, an alternative work week schedule, flexible location and hours, health insurance, and up to 4% 401(k) match on your contribution.

To Apply

Please submit a cover letter, resume, and contact information for three references to the link below

[Careers at River Partners](#)

For any questions regarding your application, please contact Human Resources at jobs@riverpartners.org.

Review of applications will begin immediately and continue until this position is filled.

River Partners is an Equal Opportunity Employer.

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.