Finance and Administrative Specialist

Northern Rural Training & Employment Consortium (NoRTEC)
Chico, California | Full-time | $65,000–$85,000 annually
Reports to: Finance Director
Travel: Less than 5%
Classification: Non-exempt

NoRTEC provides Workforce Innovation and Opportunity Act (WIOA) programs serving businesses and job seekers in eleven Northern California counties. We are seeking a Finance and Administrative Specialist to support financial operations, grant compliance, and organizational administration.

Key Responsibilities

- Process accounts payable and receivable, cash receipts, deposits, invoices, and funding requests.
- Reconcile bank accounts, general ledger accounts, payroll allocations, and grant expenditures.
- Maintain accurate, audit-ready financial, grant, procurement, and contract records.
- Monitor expenditures for compliance with funding requirements and organizational policies.
- Coordinate board and committee meetings, including agendas, materials, logistics, and minutes.
- Prepare reports and correspondence; support office operations, service provider monitoring, and special projects.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- At least one year of progressively responsible experience in accounting, fiscal operations, grants administration, finance, or administrative operations, preferably in a governmental, nonprofit, or grant-funded setting.
- Experience with federal and state grants, governmental or nonprofit accounting, cost allocation, and grant compliance, including Uniform Guidance (2 CFR Part 200).
- Proficiency with Excel and financial management systems; experience with fund accounting software such as MIP, payroll systems, audits, and board or executive support.
- Strong analytical, communication, organizational, and confidentiality skills, with the ability to work independently and collaboratively.

Finance and Administrative Specialist

Benefits

Comprehensive benefits include fully paid medical, dental, and vision insurance; flexible spending account; life and accidental death and dismemberment insurance; retirement and deferred compensation plans; vacation, sick leave, and paid holidays.

How to Apply

Submit a cover letter, resume, and three references to **Cindy Newton, Interim Executive Director**, at **resumes@ncen.org**.

Open until filled.

Questions: **(530) 892-9600**
NoRTEC | 11 Ilahee Lane, Chico, CA 95973
www.ncen.org

Equal Opportunity and Reasonable Accommodation

NoRTEC is an Equal Opportunity Employer and supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodations are available for the application and testing process. Please notify NoRTEC within seven days of the need for accommodation so arrangements can be made.