

Administrative Manager

About the Center for Land-Based Learning:

The mission of the Center for Land-Based Learning is to inspire, educate, and cultivate future generations of farmers, agricultural leaders and natural resource stewards. The Center for Land-Based Learning cultivates opportunity for youth, for agriculture, for business, for the environment. A statewide nonprofit based in Woodland, CA, Center for Land-Based Learning develops adaptive people and ecosystems by inspiring and training leaders to dig into themselves and the land in new ways. Now, we are seeding a vision for the future of agricultural and ecological stewardship in the Golden State, and, with the right team members, we can bring that vision to fruition. Our organization values diversity, equity, and belonging and strives to be an inclusive and welcoming community.

Position Overview

The Administrative Manager plays a critical operational leadership role within CLBL's Administration and Finance function. This position reports to the Managing Director of Administration and Finance and is responsible for coordinating and overseeing day-to-day administrative, payroll, accounting support, and compliance systems, ensuring accurate execution, strong internal controls, and alignment across departments.

The Administrative Manager supervises frontline administrative and accounting staff and serves as the primary operational bridge between transactional administrative work and executive-level financial oversight. This role works closely with program staff, external service providers, and leadership to support organizational effectiveness, compliance, and scalability.

Job Details

- **Location:** Location: On-site in Woodland, CA
- **Classification:** Exempt, Full-time
- **Salary Range:** \$71,000 - \$80,000/annually; DOE.
- **Benefits:** Medical, vision, and dental benefits & access to Flexible Spending Accounts, supplemental insurance, 401(K)/Roth IRA options, Paid Holidays and Vacation/Sick leave.

Qualifications

The ideal candidate will have an interest in agriculture, conservation, or education and be passionate about the mission and work of CLBL. In addition, they will possess the following experience, skills and personal attributes:

Required:

- Associates degree or equivalent combination of education and experience.
- Three to five years of experience in administrative, accounting, or finance operations.
- Ability to read, interpret and analyze AR and AP records and various financial reports
- Experience in payroll processing & benefits administration.
- Proficiency in Google Workspace and Microsoft Office, particularly Excel
- Demonstrated ability to manage multiple priorities, maintain accuracy, and meet deadlines

Preferred Qualifications, Knowledge and/or Skills:

- Nonprofit accounting or grants management experience.
- Familiarity with federal, state, and funder compliance requirements.

- Experience supporting audits and internal control processes.
- Supervisory or team leadership experience.
- Experience using ADP, Bill.com, Dext.com, Stripe, and/or QuickBooks.

Administrative & Operational Oversight:

- Oversees daily administrative operations to ensure efficient, well-documented, and compliant office systems.
- Supervises and supports the Administrative Assistant/Receptionist and Accounting Clerk, including work planning, prioritization, and quality control.
- Troubleshoots administrative issues and ensures smooth coordination across departments.
- Maintains records retention systems and ensure documentation is organized, current, and audit-ready.

Accounting & Financial Operations Support:

- Coordinates accounts payable and accounts receivable workflows in collaboration with the Accounting Clerk and external accounting partners.
- Oversees payroll processing and reporting using ADP, including payroll allocations and supporting documentation.
- Assists with monthly funder invoicing by providing required payroll documentation, allocation reports, and supporting backup to the Accounting Assistant and Managing Director.
- Ensures timely, accurate financial data flow to support month-end close, reporting, and audits.

Compliance, Risk Management & Internal Controls:

- Maintains and organize documentation for required safety and risk management programs, including the Injury and Illness Prevention Program (IIPP) and Workplace Violence Prevention Plan in partnership with HR Consultant.
- Coordinates required employee trainings and compliance tracking in collaboration with HR Consultant.
- Supports audit preparation by ensuring administrative, payroll, and compliance documentation is complete and accessible.
- Implements and maintains standardized administrative and financial procedures aligned with internal control best practices.

Human Resources Operations Support:

- Manages onboarding and offboarding processes in coordination with HR Consultant.
- Administers employee benefits enrollment and changes, ensuring timely and accurate processing.
- Maintains confidential employee records, including personnel files, and HR documentation.
- Supports the annual performance review process and ongoing employee documentation needs.

Staff Engagement & Organizational Support:

- Collaborates with the HR Consultant and the Executive Team to implement and administer employee satisfaction and engagement surveys.
- Supports organizational communication related to administrative and operational processes. Participates in special projects and cross-functional initiatives as assigned.

Supervisory Responsibilities:

- Directly supervises the Administrative Assistant/Receptionist and Accounting Clerk.
- Provides coaching, training, and performance feedback to ensure high-quality execution and professional growth.

Other Skills and Abilities:

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Core Responsibilities

Analytical Thinking

- Synthesizes diverse information and data, using intuition, experience, and systematic comparisons to break down complex problems, weigh costs and benefits, and design effective workflows and procedures.

Forward Thinking

- Effectively anticipates consequences by noticing industry trends and predicting how individuals or groups will react to new information.
- Uses this foresight to develop proactive contingency plans for both problems and opportunities.

Oral Communication

- Speaks clearly, effectively and persuasively, uses appropriate language and grammar, organizes ideas well, and actively listens for clarification while tailoring presentations to the audience and responding confidently to questions.

Written Communication

- Writes clearly and informatively.
- Edits work for spelling and grammar.
- Varies writing style to meet needs.
- Presents numerical data effectively.
- Able to read and interpret written information.

Attention to Communication

- Highly effective communicator who ensures all relevant stakeholders, including management and employees, are kept informed of project developments and plans.
- They share important information using multiple appropriate channels to maximize reach and transparency.

Judgement

- Displays willingness to make decisions.
- Exhibits sound and accurate judgment.
- Supports and explains reasoning for decisions.
- Includes appropriate people in decision-making process.
- Makes timely decisions.

To Apply

If you meet the qualifications of this position, please submit your resume and cover letter to HRtoGO at hr@hrtogo.com by end of day on Friday, February 27th, 2026. Hiring committee will begin reviewing qualified applicants on Friday, March 6th, 2026.

*****Equal Employment Opportunity Policy*****

The Center for Land-Based Learning provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Center for Land-Based Learning is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Center for Land-Based Learning will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact HRtoGO at hr@hrtogo.com.