

# Finance/Database Manager for Consumer Advocacy Organization

The Utility Reform Network seeks finance/database manager to join our staff providing support for the offices throughout California. This position reports directly to the Chief Financial Officer. For the duration of the current pandemic crisis, this position will work remotely, but under normal circumstances works out of our Oakland Headquarters.

TURN is California's consumer champion advocating for the cleanest, safest & most reliable utility and phone service at the lowest prices possible. With support from 20,000 members statewide, TURN utilizes legal proceedings at the California Public Utilities Commission, policy advocacy at the state legislature, coalition building at the federal level, and grassroots mobilization in communities across the state to promote affordable utility bills, sustainable energy policies, reliable phone service, and consumer-oriented regulation of the energy, telecommunications, and water industries.

Specific duties include, but are not limited to:

1. Assist in processing donation checks remotely.
2. Creating spreadsheets of all deposits.
3. Maintain donor database (Salesforce) such as importing data, adding new donors and exporting data used in Direct Mail Program.
4. Processing Thank You letters for donations, from start to finish.
5. Providing backup to Legal Assistant & Executive Assistant, such as answering phones, support to other staff members and filing briefs to the CPUC.
6. Assisting with Facilities as need and providing technical support to other staff members.
7. Provide back-up to Chief Financial Officer, such as Accounts Payable, Journal Entries, Financial Filings and other finance duties.
8. Assist with Donor Relations (inquiries from donors/prospective donors)
9. Assist with maintain Employee Benefits, Employee Manual and Employee Folders.
10. Assisting Chief Financial Officer with Special Projects.

Qualifications:

1. BA/BS preferred, with a minimum 5 years' finance and/or database management or donor relations, or equivalent education and experience. Proven organizational skills essential.
2. Reliability, professional attitude, demonstrated ability to meet deadlines, and willingness to do whatever is required in a fluid work setting.
3. Proven ability to thrive in a fast-paced office environment. Ability to balance multiple projects and work independently is essential.
4. Excellent communication skills and proficiency with Microsoft Office are also required. Experience with SalesForce +++.

5. Reliable home cell service and internet connection, and able to “House” work equipment such as a computer, copier/printer/scanner combo, postage machine and other supplies.
6. Valid Driver’s License and accessibility to a car to run occasional errands.

Please do not make phone inquiries.

### **Reporting and Supervision**

The Finance/Database Manager reports to the Chief Financial Officer.

### **Compensation**

TURN offers a generous employee compensation package that includes medical, dental and vision coverage, a cafeteria plan, and a 401K Plan with employer contribution.  
Salary Range: \$70,000–\$75,000 based on experience

### **Statement of Diversity and Inclusion**

The Utility Reform Network (TURN) is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply as well as candidates who contribute to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

**How to apply:** Please provide a letter of interest and resume. Please submit your application package to [hr@turn.org](mailto:hr@turn.org). Position will remain open until filled.