

# Job Description – Director of Finance (Contractor Role)

**Title:** Director of Finance (Independent Contractor)

**Program:** Summer 2025 MUSD ELOP – Harvest and Thrive

**Organization:** Black Cactus Co-Working

**Term:** August 2025 – June 2026

**Location:** Remote, with occasional in-person meetings (Twentynine Palms, CA)

**Compensation:** \$6000

**Status:** 1099 Independent Contractor

## Position Summary

Black Cactus Co-Working is seeking a detail-oriented and strategic Director of Finance to lead financial oversight for our Summer 2025 ELOP program, *Harvest and Thrive*, operated in collaboration with Morongo Unified School District. This short-term role will manage program budgeting, financial reporting, invoicing, contractor payments, and compliance tracking.

## Key Responsibilities

- Develop, maintain, and monitor the program's detailed budget and expense tracking.
- Coordinate contractor onboarding documentation (W-9s, payment terms, hours tracking).
- Process and manage bi-weekly payment approvals and invoicing for instructional staff.
- Reconcile receipts, vendor invoices, and payment logs.
- Ensure compliance with district and grant-related financial requirements.
- Collaborate with Program Director and Founder on monthly financial reports and program health.
- Assist in preparing final financial wrap-up documents post-program.

## Requirements

- 2+ years' experience in nonprofit, school-based, or government-funded program finance
- Proven ability to manage budgets and reporting using Excel/Google Sheets
- Familiarity with independent contractor paperwork, 1099 preparation, and budget compliance

- Exceptional attention to detail, confidentiality, and communication
- Prior experience with youth or community programs preferred